

Supplier Credit Recovery Action Plan

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip]

Dear [Supplier Contact Name],

We are writing to discuss the credit recovery action plan pertaining to the outstanding account balance on our account [Account Number]. We appreciate your partnership and would like to resolve this matter promptly.

Overview of Outstanding Credits

As of [Date], the following credits are outstanding:

- Invoice Number: [Invoice Number], Amount: [Amount], Due Date: [Due Date]
- Invoice Number: [Invoice Number], Amount: [Amount], Due Date: [Due Date]

Proposed Action Plan

1. Review of outstanding invoices by [Date].
2. Discussion of payment terms by [Date].
3. Proposed payment plan to settle outstanding amounts by [Date].

Next Steps

We propose to schedule a meeting on [Proposed Date and Time] to discuss this plan in detail. Please confirm if this works for you or suggest an alternative time.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]