

Supplier Delinquent Account Restoration

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to discuss your account with us that is currently marked as delinquent. As of [insert date], your account shows a balance outstanding of [insert amount].

We understand that circumstances may arise leading to delays in payment and we are here to assist you in re-establishing a positive business relationship. We would be happy to discuss payment arrangements or any issues you may be experiencing.

Please contact us at your earliest convenience to discuss your account, or you may visit our online portal at [insert URL] to make a payment or get further assistance.

Thank you for your prompt attention to this matter. We look forward to resolving the outstanding balance and continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]