

# Supplier Payment Recovery Strategy

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 an important matter regarding our outstanding payments. As part of our commitment to maintain a healthy and transparent relationship, we would like to propose a payment recovery strategy to address the overdue amounts.

Outlined below are the steps we propose to facilitate the recovery process:

1. **Review of Outstanding Invoices:** We will provide a detailed list of all outstanding invoices alongside their respective due dates.
2. **Payment Plan Proposal:** We will suggest a feasible payment plan that aligns with our cash flow situation and percentage of payments to be made over the upcoming months.
3. **Regular Communication:** We commit to regular check-ins to update each other on the status of payments and any potential challenges.
4. **Incentives for Early Payment:** We will explore options for discounts or incentives for early settlements of the outstanding amounts.

We value our partnership and are committed to resolving this matter promptly. Please let us know a convenient time for you to discuss this proposal further.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]