

Supplier Receivables Recovery Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Subject: Outstanding Receivables Recovery

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to address the outstanding amount of [amount owed] that is currently overdue as of [due date]. We appreciate the services provided by you and value our partnership.

According to our records, the details of the outstanding invoice are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Original Amount: [Original Amount]
- Outstanding Amount: [Outstanding Amount]

We kindly request that you expedite the payment process for this amount. We understand that issues can arise, so if there are any discrepancies or reasons for the delay, please do not hesitate to reach out to us directly.

For your convenience, you may make the payment via [Payment Method]. Please reference the invoice number when making the payment.

Thank you for your prompt attention to this matter. We look forward to continuing our fruitful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]