

**Date:** [Insert Date]

**To:** [Recipient Name/Department Name]

**From:** [Sender Name/Operations Management]

**Subject:** WARNING: Unsettled Third-Party Account Remittances

Dear [Recipient Name],

This letter serves as a formal warning regarding the outstanding and unsettled remittances for third-party accounts managed under your supervision. As of [Insert Date], our records indicate that the following accounts remain past due:

- **Account Reference:** [Insert Reference Number]
- **Outstanding Amount:** [Insert Amount]
- **Due Date:** [Insert Original Due Date]

Failure to remit these funds constitutes a breach of our standard operating procedures and financial compliance policies. This delay impacts our operational integrity and our contractual obligations to third-party partners.

**Required Action:**

You are required to settle all outstanding balances or provide a documented justification for the delay by no later than [Insert Deadline Date]. Failure to resolve this matter within the specified timeframe may result in further disciplinary action, including [mention potential consequence, e.g., suspension of account privileges or formal HR review].

Please acknowledge receipt of this letter and provide an immediate update on the status of these remittances.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

cc: [Finance Department/Human Resources]