

[Company Letterhead/Logo]

Date: [Insert Date]

To: [Contact Name]
[Recipient Department]
[Recipient Company Name]
[Address]

Subject: NOTICE OF OVERDUE THIRD-PARTY REMITTANCE OBLIGATIONS AND RISK EXPOSURE

Dear [Recipient Name],

This letter serves as a formal notification regarding outstanding third-party remittance obligations currently held by [Recipient Company Name]. As of [Date], our records indicate that the following payments are past due:

- **Obligation Type:** [e.g., Tax Withholding, Pension Contributions, Garnishment, Insurance]
- **Original Due Date:** [Date]
- **Total Amount Overdue:** [Amount and Currency]
- **Period Covered:** [Date Range]

Risk Assessment:

Failure to remit these funds to the designated third parties within the statutory or contractual timeframe presents significant risks to both organizations, including:

- Legal and regulatory penalties or fines.
- Accrual of interest on the principal amount.
- Potential litigation or claims from third-party beneficiaries.
- Reputational damage and breach of fiduciary duty.

Required Action:

We request that you provide immediate confirmation of the remittance of these funds no later than [Deadline Date]. If payment has already been initiated, please provide the transaction reference number or proof of payment.

Failure to rectify this delinquency may result in the escalation of this matter to our legal counsel and the relevant regulatory authorities to mitigate further risk exposure.

Please contact the Risk Management Department at [Phone Number] or [Email Address] if you have questions regarding this notice or wish to discuss a resolution plan.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]