[Company Name]
[Department Name]
[Date]

[Recipient Name]
[Title]
[Company/Branch Name]

Subject: Advisory Regarding Accounts Receivable Aging Categorization Discrepancies

Dear [Recipient Name],

This letter serves as a formal advisory regarding discrepancies identified during a recent review of our Accounts Receivable Aging Report. It has come to our attention that certain outstanding balances are currently misclassified within the aging buckets (e.g., 31-60 days, 61-90 days, or 90+ days).

Specifically, the following issues were noted:

- Inconsistent application of invoice due dates versus posting dates.
- Unallocated credits causing artificial inflation of overdue categories.
- Discrepancies between the subsidiary ledger and the general ledger aging summaries.

Accurate aging categorization is critical for maintaining healthy cash flow projections, assessing credit risk, and ensuring the adequacy of bad debt reserves. We advise that the accounting team perform a reconciliation of the affected accounts immediately to ensure that all receivables reflect their true chronological status.

Please review the attached schedule of identified discrepancies and provide a corrected report or a remediation plan by [Date]. If you require further clarification regarding the data provided, please contact [Contact Name/Department].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]