***Sample Template for-non receipt of Field collections***

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| To,  The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FPO Name:  Date:  Subject: Non-receipt of Field collections from CRP/CSP (Name)  Dear Ma’am/Sir,  With due respect I would like to bring this information to your kind attention that today is the day of weekly deposits of collected amounts where all CRP/CSPs except ***(Name)*** have deposited their collections as per the policy and process. CRP/CSP ***(Name)*** responsible for looking after ***(Cluster Name)*** is yet to deposit the same till ***(Time)***. S/he had been tried to reach out but ***\_\_\_\_\_\_\_\_(reason)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***  I would like to request you to please look in into the matter.  Thanks & Regards,  (Accountant’s Signature with date)  Name of the Accountant |

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| To,  The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FPO Name:  Date:  Subject: Incomplete form received from CRP/CSP ***(Name)***  Dear Ma’am/Sir,  With due respect I would like to bring this information to your kind attention that today is the day of weekly deposits of collected amounts where all CRP/CSPs except ***(Name)*** have deposited their collections with complete forms and farmers KYC document as per the policy and process. CRP/CSP ***(Name)*** responsible for looking after ***(Cluster Name)*** is yet to deposit the same till ***(Time)***. On discussion her/him, s/he is telling to deposit the documents within ***\_\_ days***.  I would like to request you to please look in into the matter.  Thanks & Regards,  (Accountant’s Signature with date)  Name of the Accountant |

Sample escalation template for Incomplete form received from CRP/CSP