

Dear [Client's Name],

We hope this letter finds you well. We are [Agency Name], a trusted collection agency with over [number] years of experience in the industry. Our goal is to assist businesses like yours in recovering their outstanding debts while maintaining positive relationships with your clients.

We understand that collecting overdue payments can be a challenging task, and that's where we come in. Our team of dedicated professionals utilizes proven strategies and technologies to ensure effective and efficient collection on your behalf.

We offer a range of services, including:

- Debtor Screening
- Collection Letters
- Payment Negotiation
- Legal Proceedings

We would love the opportunity to discuss how we can support your business in improving cash flow and reducing losses. Please feel free to contact us at [phone number] or [email address] to schedule a consultation.

Thank you for considering [Agency Name]. We look forward to partnering with you.

Sincerely,
[Your Name]
[Your Title]
[Agency Name]
[Phone Number]
[Email Address]