

# Debt Recovery Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide debt recovery solutions for your company, [Client's Company Name]. Our goal is to assist you in recovering the outstanding debts owed to your business.

## Scope of Services

We will provide the following services as part of this engagement:

- Initial assessment of outstanding debts.
- Contacting debtors for recovery.
- Negotiating payment plans.
- Legal action (if necessary).

## Fees and Payment

Our fees for these services will be based on a contingency model, wherein we take a percentage of the amounts recovered. A detailed fee schedule is attached for your reference.

## Confidentiality

We assure you that all information shared with us will be treated as confidential and will not be disclosed to third parties without your consent.

If you agree to the terms outlined above, please sign and return a copy of this letter. We look forward to working together to resolve your outstanding debts.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]

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Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_