

# Formal Request for Debt Recovery

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your assistance in recovering an outstanding debt owed to me by [Debtor's Name], amounting to [Amount] due since [Due Date]. Despite several attempts to communicate with [him/her/them], there has been no response or resolution.

Given the international nature of this transaction, I kindly request your guidance on the necessary steps to recover this debt in accordance with the applicable laws and regulations.

I appreciate your prompt attention to this matter and look forward to your cooperation. Please feel free to contact me at your earliest convenience to discuss this issue further.

Thank you for your assistance.

Sincerely,

[Your Name]