

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Introduction of Debt Collection Services

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Company Name], a firm specializing in debt collection services. We understand that managing outstanding accounts can be a challenge for businesses, and we are here to provide professional support tailored to your needs.

At [Your Company Name], we employ a comprehensive approach to debt recovery that not only prioritizes the needs of our clients but also maintains strong relationships with their customers. Our team is equipped with the latest tools and techniques, ensuring an efficient and ethical recovery process.

We would welcome the opportunity to discuss how our services might benefit [Recipient's Company Name]. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to schedule a meeting at your convenience.

Thank you for considering [Your Company Name] as your partner in debt collection. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]