

Initial Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to provide collection services for your accounts receivable. Our team at [Your Company Name] is committed to delivering effective solutions to enhance your cash flow and recover outstanding debts.

Scope of Services

We will perform the following services:

- Assessment of receivables
- Collection strategy development
- Regular communication on collection status
- Legal action if necessary

Fees

Our fees will be based on a [percentage/flat rate] of the amount collected. Detailed terms will be outlined in the formal agreement following this engagement.

Confidentiality

We assure you that all information shared with us will be kept confidential and used solely for the purpose of this engagement.

Please confirm your acceptance of this engagement by signing below and returning this letter to us at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Accepted by: _____

Date: _____