

Collection Agency Introduction Letter

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. We are [Company Name], a professional collection agency specializing in debt recovery services. Our goal is to assist businesses like yours in managing and collecting outstanding debts efficiently and ethically.

With our experienced team and proven strategies, we take pride in our ability to recover debts while maintaining positive relationships between you and your clients. We understand that each situation is unique, and we are committed to providing tailored solutions that best suit your needs.

We would love the opportunity to discuss how we can support your collection efforts and improve your cash flow. Please feel free to reach out to us at [Phone Number] or [Email Address] to set up a meeting at your convenience.

Thank you for considering [Company Name]. We look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Phone Number]
[Email Address]