

Debt Recovery Agency Introduction

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this letter finds you well. We are [Your Agency's Name], a dedicated debt recovery agency specializing in assisting lenders and financial institutions in recovering outstanding debts.

It has come to our attention that your auto loan account, numbered [Account Number], is currently in default. As a result, we have been assigned to manage the recovery of this debt on behalf of [Lender's Name].

We understand that financial difficulties can arise unexpectedly, and we are here to assist you in navigating this situation. Our team is committed to working with you to find a resolution that suits your needs.

Please contact us at your earliest convenience so we can discuss your options. You can reach us at [Phone Number] or [Email Address]. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Agency's Name]

[Agency's Contact Information]