

# Debt Recovery Agency Introduction

Date: [Insert Date]

To: [Insert Debtor's Name]

[Insert Debtor's Address]

Dear [Insert Debtor's Name],

We are writing to introduce ourselves as [Agency Name], a professional debt recovery agency specializing in the collection of outstanding credit card debts. Our goal is to assist you in resolving your financial obligations in a fair and efficient manner.

We understand that circumstances may have contributed to your current financial situation, and we are here to help you navigate this process. Our team is equipped with the necessary resources and expertise to work with you towards a mutually beneficial resolution.

Please feel free to reach out to us at [Insert Phone Number] or [Insert Email Address] to discuss your account or explore flexible repayment options.

Thank you for your attention to this matter. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Email Address]