

Introduction to Our Debt Recovery Services

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are [Your Company Name], a debt recovery agency specializing in assisting small businesses like yours in recovering outstanding debts efficiently and professionally.

At [Your Company Name], we understand that unpaid invoices can strain your cash flow and hinder your business operations. Our dedicated team of experts uses proven strategies to recover debts while maintaining your valuable client relationships.

We offer a range of services, including:

- Personalized debt recovery solutions
- Pre-collection advice and consultations
- Legal recovery options for severe cases

We would love the opportunity to discuss how we can help your business recover its dues effectively. Please feel free to reach out to us at [Your Contact Information] or visit our website at [Your Website URL] for more information.

Thank you for considering [Your Company Name] as your partner in debt recovery.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]