

Debt Recovery Agency Introduction Letter

[Your Agency Name]

[Your Agency Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Subject: Introduction of Debt Recovery for Tenant Arrears

Dear [Tenant's Name],

We hope this letter finds you well. We are writing to you on behalf of [Landlord/Property Management Company Name], concerning your current tenancy at [Property Address]. Our records indicate that your account is in arrears, with an outstanding balance of [Amount Due].

As a licensed debt recovery agency, [Your Agency Name] has been engaged to assist in the collection of this debt. Our goal is to work with you towards a resolution that is amicable and mutually beneficial.

Please contact us at your earliest convenience to discuss your account and the available options for repayment. We understand that financial difficulties can arise, and we are here to help find a suitable solution.

Thank you for your prompt attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]