

Debt Recovery Agency Introduction

Date: [Insert Date]

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

Dear [Client's Name],

We hope this letter finds you well. We are [Agency Name], a professional debt recovery agency dedicated to assisting businesses in successfully recouping unpaid invoices. We understand that managing outstanding debts can be a challenging aspect of running a business, and we are here to help.

Our records indicate that there are several unpaid invoices totaling [Insert Amount] that are overdue. These invoices include:

- Invoice # [Insert Invoice Number] - Due on [Insert Due Date] - Amount: [Insert Amount]
- Invoice # [Insert Invoice Number] - Due on [Insert Due Date] - Amount: [Insert Amount]
- Invoice # [Insert Invoice Number] - Due on [Insert Due Date] - Amount: [Insert Amount]

We are committed to working with you to resolve this matter amicably. We kindly request that you contact us by [Insert Deadline] to discuss payment options. Our team is available to answer any questions you may have.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Agency Name]
[Agency Contact Information]