

# Debt Recovery Agency

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are [Your Agency Name], a debt recovery agency specializing in the collection of outstanding utility bills on behalf of our clients.

Our records indicate that there is an outstanding balance on your utility account with [Utility Company Name], amounting to [Amount Due]. This balance is now [Number of Days Late] days overdue.

It is imperative to address this matter promptly to avoid further action. We encourage you to settle this balance by [Due Date] to prevent any disruptions to your utility services.

If you have already made a payment, please disregard this notice. Otherwise, please contact us at [Agency Contact Number] or [Agency Email Address] to discuss your account and explore payment options.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Email Address]