

Urgent Engagement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Collection Agency Name]

[Agency Contact Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Name],

I am writing to urgently request your assistance in the collection of outstanding debts owed to our company. Due to the increasing number of overdue accounts, it has become imperative for us to engage your services to facilitate and expedite the recovery process.

We have several accounts that have remained unpaid for over [insert time period], totaling [insert total amount]. We believe that your expertise in collections will greatly assist us in recovering these debts while maintaining professional relationships with our clients.

Please find attached a list of the accounts that require immediate attention. We would appreciate it if you could confirm receipt of this letter and the attached documents at your earliest convenience.

We look forward to your prompt response as we consider this matter urgent.

Thank you for your attention to this critical issue.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]