

# Delegation of Authority Letter

Date: [Insert Date]

To: [Debt Collection Agent's Name]

[Agent's Company Name]

[Agent's Address]

[City, State, Zip Code]

Dear [Agent's Name],

Subject: Delegation of Authority to Collect Debts

I, [Your Name], the [Your Position] of [Your Company Name], hereby delegate authority to you to act as our Debt Collection Agent. This authority allows you to collect outstanding debts owed to [Your Company Name] for the duration of this agreement, effective from [Start Date] to [End Date].

Your responsibilities include:

- Contacting debtors to collect outstanding amounts.
- Negotiating repayment plans on behalf of [Your Company Name].
- Reporting collection outcomes to [Your Company Name].

Please ensure that all actions taken are in compliance with applicable laws and regulations regarding debt collection.

If you have any questions or require further clarification, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]