

Empowerment Letter

Date: _____

To whom it may concern,

This letter serves to empower **[Agent's Name]** with the authority to act on behalf of **[Your Company Name]** in matters related to debt collection.

As an appointed debt collection agent, **[Agent's Name]** is authorized to:

- Contact debtors regarding outstanding balances
- Negotiate payment arrangements
- Represent our company in collection-related discussions
- Execute necessary legal documentation if applicable

This empowerment is valid until **[End Date]**, unless revoked in writing prior to this date.

For verification or any inquiries, please contact **[Your Contact Information]**.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]