

**Date:** [Insert Date]

**Client Name:** [Insert Client Name]

**Address:** [Insert Client Address]

**RE: Engagement for Debt Recovery Services**

Dear [Insert Contact Name],

This letter confirms the agreement between [Insert Agency/Law Firm Name] ("Firm") and [Insert Client Name] ("Client") regarding the collection of the following debt(s):

**Debtor Name:** [Insert Debtor Name]

**Principal Amount Owed:** [Insert Amount]

**1. Scope of Services**

The Firm will use its best efforts to recover the outstanding balance via written demands, negotiations, and/or legal proceedings as deemed necessary and approved by the Client.

**2. Contingency Fee Arrangement**

Services are provided on a contingency basis. The Client shall pay the Firm a fee equal to [Insert Percentage]% of any gross amount recovered. No fee is earned if no recovery is made.

**3. Costs and Expenses**

The Client is responsible for out-of-pocket costs (such as court filing fees or process server fees). These costs will be: [Select one: Prepaid by Client / Reimbursed from first recovery].

**4. Direct Payments**

If the Debtor makes payment directly to the Client after the date of this agreement, the Client agrees to notify the Firm immediately and pay the agreed contingency fee on that amount.

**5. Termination**

Either party may terminate this agreement with [Insert Number] days' written notice. If terminated, the Client remains responsible for costs incurred up to the termination date.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Insert Representative Name]

[Insert Firm Name]

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**Accepted and Agreed:**

\_\_\_\_\_  
Signature of Client / Authorized Representative

**Date:** \_\_\_\_\_