

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Pre-Litigation Debt Collection Services

Dear [Client Name],

This letter confirms that [Law Firm/Agency Name] ("Firm") has been retained by [Client Name] ("Client") to provide pre-litigation debt collection services regarding the delinquent account(s) of [Debtor Name] in the amount of \$[Amount].

1. Scope of Services

The Firm will undertake reasonable efforts to collect the debt through pre-litigation means, including but not limited to:

- Reviewing documentation provided by the Client.
- Sending formal demand letters to the debtor.
- Engaging in settlement negotiations.
- Reporting on the status of collection efforts.

This engagement is limited to pre-litigation efforts. If a lawsuit is required, a separate engagement agreement will be necessary.

2. Fees and Expenses

The Client agrees to pay the Firm based on the following structure:

[Insert Contingency Percentage, e.g., 25% of gross recovery] OR [Insert Hourly Rate].

The Client is responsible for out-of-pocket costs such as postage, skip-tracing fees, or public record searches.

3. Client Cooperation

The Client agrees to provide all relevant invoices, contracts, and correspondence related to the debt and to notify the Firm immediately if any direct payments are received from the debtor.

4. Termination

Either party may terminate this representation at any time upon written notice, subject to payment of any earned fees or incurred costs.

Please sign and return this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Signature]
[Your Title]
[Law Firm/Agency Name]

Accepted and Agreed:

[Client Name/Authorized Signatory]

Date: _____