

[Your Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Contact Person]

[Client Company Name]

[Address]

[City, State, Zip Code]

RE: LETTER OF ENGAGEMENT FOR DEBT COLLECTION SERVICES

Dear [Client Contact Person],

This letter confirms that [Your Company Name] ("the Agency") has been engaged by [Client Company Name] ("the Client") to perform debt collection services regarding the outstanding accounts listed in the attached schedule.

1. Scope of Services

The Agency will use professional efforts to collect delinquent debts owed to the Client. Services include written demands, telephone communication, and negotiation of payment plans. The Agency agrees to comply with all applicable fair debt collection laws.

2. Fees and Commission

The Client agrees to pay the Agency a commission based on a percentage of the total funds recovered. The commission rate is agreed as follows:

- [X]% for accounts under [X] days delinquent.
- [X]% for accounts over [X] days delinquent.
- [X]% for accounts requiring legal intervention.

3. Remittance of Funds

The Agency shall remit all collected funds, minus the agreed-upon commission, to the Client on a monthly basis. A detailed statement of accounts will accompany each payment.

4. Obligations of the Client

The Client agrees to provide all necessary documentation, including invoices, contracts, and proof of delivery, to support the validity of the debt. The Client shall immediately notify the Agency if payment is received directly from a debtor.

5. Term and Termination

This agreement shall remain in effect until terminated by either party with [Number] days' written notice. Upon termination, the Agency shall return all files to the Client, and the Client

remains liable for commissions on payments received from accounts currently being processed by the Agency for a period of [Number] days.

6. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary and debtor information shared during the course of this engagement.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

ACCEPTED AND AGREED:

Signature for [Client Company Name]

Date