[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

I know that you have been facing a lot of trouble in collecting payments and disputed debts for quite some time. I know that this is one of the biggest problems that a business might face. You can neither leave the client or customer nor your payment.

Being associated with you for quite a long time, I think it is my duty to suggest or recommend to you something that benefits your business. Instead of wasting more time on collecting the debts, hire a collection agency. Of course, they will charge some fee for their service but it then becomes their headache to recover debts and payments from your customers and clients.

This way you will relieve your stress and will surely see some benefits. If you agree to this suggestion, do let me know so that I can also recommend to you some well-reputed collection agencies for this job.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]