

Debt recovery guidance

Subject: Guidance on Debt Recovery Action

Dear [Client Name],

Following your request for advice on recovering outstanding debts from [Debtor Name], I have evaluated the contractual obligations and legal options. The recommended course includes:

- Sending a formal demand letter outlining the debt and consequences of non-payment.
- Considering negotiation or mediation before initiating court proceedings.
- Filing a claim within the statutory limitation period if settlement fails.

Attached is a detailed plan of action and timeline.

Sincerely,

[Your Name]

[Law Firm Name]

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