

## **Client Closeout Letter**

This information is not to be construed as legal advice. Legal advice must be tailored to the specific circumstances of each case. Although we attempt to provide up-to-date information, laws and regulations often change. We make no claims, promises, or guarantees about the accuracy or completeness of this document.

**For legal advice, please consult an attorney.**

---

Dear

This is to advise you that we have reached an agreement with Berks Credit & Collections, Inc. to handle debt collection for us effective as of the date of this letter.

In order to provide for an orderly transition, please close and return all accounts that we have placed with your agency prior to six (6) months ago which you have deemed uncollectible. This will include all accounts that have refused to pay, cannot be located, or for which you have exhausted all collection efforts. In addition, please return all updated information you may have regarding these accounts. We understand that any accounts we have placed within the last six months you will retain until they reach any of these statuses listed above. When this occurs, please close and return those accounts as well.

I am certain that this request complies with all collection agency licensing laws. We ask that you respond to our request promptly. Any delay on your behalf will be reported to the American Collections Association as a violation of their Code of Ethics and Operations.

Thank you in advance for your cooperation, as well as for the service you have provided to us in the past.

Very truly yours,

Cc: Berks Credit & Collections, Inc.

---

