

[Date]

[Collector Name]

[Collector Address]

[City, State, Zip Code]

Dear [Collector Name],

Welcome to the [Agency Name] family! We are excited to have you join our team as a Collector.

At [Agency Name], we pride ourselves on maintaining strong relationships with our clients while ensuring the financial health of our agency. Your role is vital to our success, and we are confident that your skills will be a great asset to our accounting department.

Your primary responsibilities will include:

- Monitoring accounts receivable balances.
- Communicating with policyholders regarding outstanding premiums.
- Processing payments and reconciling accounts.
- Assisting clients with billing inquiries to ensure policy retention.

We have scheduled your orientation for [Start Date] at [Time]. Please report to [Location/Department] and ask for [Supervisor Name].

We look forward to working with you and seeing the positive impact you will bring to our agency.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]