

JOHN SMITH (CA) - EXAMPLE CONTACT
20 BAY STREET
11TH FLOOR
TORONTO, ON M5J 2N8

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American Financial Management

VIA EMAIL TO:

,

Debtor:

Amount Due: \$

Your Ref #

AFM File #

Dear ,

Thank you for placing the above referenced account with American Financial Management (AFM). Please use this letter as our formal acknowledgement that we received the claim, entered the account into our collection software and already commenced our collection pursuit on your behalf.

Your debtor will be contacted by **The Law Offices of Richard T. Avis**. These attorneys work in our office and only focus on collection and account resolution. If the debtor decides to contact you rather than respond to our attorney group, to help maintain the leverage already created by the immediate attorney involvement, please refer the debtor to the law office at **(847) 259-4700**.

Please note that AFM's Published Rate Schedule will control in atypical situations such as erroneous placements and account cancellations (aka: withdrawal fees), payments before placement (aka: discovery fees), the assignment of non-sufficient funds (NSF) checks, international claims, etc.

Please refer to AFM's Published Rate Schedule and AFM's Terms and Conditions for complete details regarding our collection services.

If you have any questions, comments, or concerns about our collection services or this account, please call or email our **Client Services Department** directly at **(847) 259-7000 x 115** or clientservices@afm-usa.com. In addition, please notify our Client Services Department, in writing, if the debtor sends a payment directly to your office and we will update our file accordingly.

Thank you for the opportunity to assist in your collection efforts.

Sincerely,

American Financial Management

P.O. BOX 735633, Chicago, IL 60673-5633
(800) 426-5532 | (847) 259-7000
www.afm-usa.com

