

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

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Richard T Avis, Attorney & Associates, LLC

Richard T Avis

Barry Serota (1948-2009)

P.O. Box 31579
Chicago, IL 60631

Phone: (847) 259-4700
Fax: (847) 259-9434

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File # dfsgdfgsdf

Creditor: dfghdfh

Creditor Reference # dfdfgh

Amount Due: dfghdfg

dfgdfg,

We previously attempted to communicate with you to resolve the dfghdfg balance owed to dfghdfh. Unfortunately, this matter has not progressed towards resolution and we must presume that dfgdfgd does not intend to perform their obligations.

Your immediate payment and/or communication with our office will alleviate the need for dfghdfh to consider additional options to protect their interests. dfghdfh would like us to work with you to resolve this matter.

Payment can be submitted in any of the following methods:

- Mail – draft a check payable to dfghdfh with file number dfsgdfgsdf on the memo line and mail the check to our office at the address below
- Online* – pay with check or credit card with our processor: <https://www.afm-usa.com/payment>
- Phone* – pay with check or credit card by contacting our office at **(847) 259-4700**.

*A convenience fee will be assessed for both check or credit card payments made online or by phone.

Please submit payment or contact our office at your earliest opportunity.

Thank you,

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P.O. Box 31579, Chicago, IL 60631

P: (847) 259-4700 | F: (847) 259-9434

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This is an attempt to collect a debt by a debt collector. Any information obtained will be used for that purpose.

This transmittal may contain confidential information belonging to the sender which is legally privileged and/or exempt from disclosure. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents is strictly prohibited. If you received this transmittal in error, please call the sender immediately to arrange for the return of this letter.