

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

File No.
Creditor:
Creditor Reference No.
Amount Due:

This is to advise you that our office represents in a breach of contract matter against . The amount owed to is . Through our conversation with , we learned that you represent in this matter. Enclosed is documentation that forms the basis of our client's claim.

Please confirm representation by . Further, at that time, please disclose any meritorious defenses or settlement proposals. If we do not receive any correspondence from you on or before , then we must presume that you do not represent and we will continue to directly contact .

Payment can be sent in any of the following methods:

1. Mail – draft a check payable to with file number on the memo line and mail the check to our office at the address below
2. Online* – pay with check or credit card with our processor: <https://www.afm-usa.com/payment>
3. 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.

Thank you for your assistance in helping resolve this matter.

Thank you,

P.O. Box 31579, Chicago, IL 60631
P: (847) 259-4700 | F: (847) 259-9434

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.