

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 Number: -  
RE: , as subrogee of  
Date of Loss:  
Amount Claimed:

Dear :

Please be advised that our firm has been retained to represent in a claim against your company. Our client determined that your company is liable for the damages incurred by their insured on the above referred to date, as a result of your company's negligence. Please accept this letter as a notice of our client's subrogation rights and lien.

To resolve this claim, submit a payment in any of these 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.

On the other hand, please contact our office to discuss an amicable resolution of this claim. If you had insurance at the time of the loss, provide us with your insurance information and notify your insurance company. We anticipate a prompt and amicable resolution.

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.