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

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VIA EMAIL TO:

,

Target:
Amount Due: $
Your Ref #
AFM File #

Dear ,

Thank you for placing the above referenced claim with American Financial Management (AFM). Please use this letter as confirmation that we already commenced our pursuit to obtain immediate, voluntary payment on your behalf. Also, please refer to AFM's Published Rate Schedule and AFM's Terms and Conditions for complete details regarding our recovery services.

As a reminder, our attorney group is currently contacting the target and/or tortfeasor through AFM's Attorney Intervention Collection Program. The immediate attorney involvement subconsciously escalates the urgency of this matter, so our attorney group's immediate, persistent and respectful collection efforts should elicit a quick response from the opposing party. If a target or tortfeasor decides to contact your office rather than directly respond to our attorney group, to ensure we maintain or even increase our current leverage to collect the balance owed on this claim, please refer the target or tortfeasor to the attorney group at **(847) 259-4700**.

If you have any questions pertaining to AFM's collection procedures, would like a status update on this file, or if we need to modify any of the claim information described above, please call or email our Client Services Department at **(847) 259-7000 x 115** or **clientservices@afm-usa.com**. In addition, please notify our Client Services Department, in writing, if an opposing party sends a payment directly to your office. Upon receiving this notification, we will update our file accordingly.

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

Very truly yours,

American Financial Management