

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: \$

Our client has been unable to confirm receipt of your alleged payment. In order for us to credit your account, we need to receive a copy of your cancelled check – both front and back sides. Should you be unable to provide such documentation to our office, we will presume that such has not been paid.

Accordingly, we will expect to receive your payment in **full satisfaction** of the obligation due **within the next seven days**.

To keep our records intact and assure proper credit to your account, your check should be made payable to our client but forwarded directly to our office.

Though we certainly prefer to resolve this matter with you in an amiable fashion, such must be predicated upon your remittance being received in our office by .

Thank you,

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

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.