

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*

**FACSIMILE TRANSMISSION**

To:

Attn:

Fax #

File #

Creditor:

Creditor Reference #

Amount Due:

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**MESSAGE:**

Please allow this letter to serve as confirmation that submitted a payment on to satisfy the balance due to . Upon the payment clearing 's account, the balance due will be paid in full.

Please do not hesitate to contact our office with any questions. Thank you for your assistance in resolving 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.