

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 735633  
Chicago, IL 60673-5633*

*Phone: (847) 259-4700  
Fax: (847) 259-9434*

File #  
Creditor:  
Creditor Reference #  
Amount Due:

## **DELINQUENCY NOTICE**

This is to advise you that neither our office nor has received your promised payment. Please immediately contact our office if your records show otherwise, or if the payment is in transit to either our firm or to .

In order for us to credit your account, we must receive a copy (front and back) of the alleged check or the check number, check date, check amount, and where you sent the check. For credit card payments, we must receive the last four (4) digits of your card, the payment date, payment amount, and where you submitted the credit card payment. We will then further investigate with that additional information.

Of course, if we do not receive payment detail from you by , then we must presume the alleged payment did not happen. Along those lines, during your review, if you notice payment was not sent, please send payment by through 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.

Please let us know if you have any questions or if there are any extenuating circumstances interfering with your desire to resolve this matter.

Thank you,

P.O. Box 735633, Chicago, IL 60673-5633  
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.