

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

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American Financial Management

,

v.

Account No. - AFM File No.

Placement Amount / Close-Out Amount

Reason for Closure – No Response or Payment, resulting in a Small Balance Adjustment (under \$150.00)

Dear ,

This is to update you regarding the above referenced file.

Despite our persistent and aggressive efforts to collect the monies owed to , the debtor did not satisfy, or commit to satisfying, the remaining small balance due. Further, it is apparent the debtor does not intend to make any voluntary payment in the future. Ordinarily, at this time, we would consider the merits of filing a lawsuit. However, in this case, filing suit is not cost justifiable due to the size of the remaining balance due. Thus, we are unfortunately forced to close our file as uncollectible.

If you have not done so already, please take this opportunity to write off the balance as a bad debt for IRS tax purposes. We appreciate the opportunity to be of service to and look forward to assisting you on future matters.

Very truly yours,

American Financial Management, Inc.

P.O. BOX 735633, Chicago, IL 60673-5633
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www.afm-usa.com

