

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 Additional Payment after Partial Payment

Dear ,

Despite our persistent and aggressive efforts to collect the entire balance owed, after the debtor's partial payment, it became readily apparent the debtor was not able to, or did not intend to, make any additional voluntary payment to satisfy the remaining balance due . 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 owed. Therefore, we are 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
(800) 426-5532 | (847) 259-7000
www.afm-usa.com

