

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

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American Financial Management

VIA EMAIL TO:

,

Insured:

Amount Due: \$

Your Ref #

AFM File #

Dear ,

Thank you for placing the above referenced account with American Financial Management (AFM).

Please use this letter as confirmation that we already commenced our collection pursuit on your behalf and please refer to AFM's Published Rate Schedule and AFM's Terms and Conditions for complete details regarding our collection services.

As a reminder, our attorney group is currently contacting the Insured through AFM's Attorney Intervention Collection Program. The immediate attorney involvement subconsciously escalates the urgency of this matter, so our attorney group's immediate, persistent and respectful collection efforts should elicit a quick response from the opposing party. If the Insured decides to contact your office rather than directly respond to our attorney group, to ensure we maintain or even increase our current leverage to collect the balance owed on this account, please refer the Insured and any Insured communications to the attorney group at **(847) 259-4700**.

If you have any questions pertaining to AFM's collection procedures, would like a status update on this file or if we need to modify any of the account information described above, please call or email our Client Services Department at **(847) 259-7000 x 115** or clientservices@afm-usa.com. In addition, please notify our Client Services Department, in writing, if the Insured sends a payment directly to your office. Upon receiving this notification, we will update our file accordingly.

Thank you again for the opportunity to assist in your collection efforts.

Very truly yours,

American Financial Management

P.O. BOX 735633, Chicago, IL 60673-5633
(800) 426-5532 | (847) 259-7000
www.afm-usa.com

