

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

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Richard T Avis, Attorney  
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*Richard T Avis*

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P.O. Box 31579  
Chicago, IL 60631

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

**FACSIMILE TRANSMISSION**

To:

Attn:

Fax #

File No.

Creditor:

Creditor Reference No.

Amount Due:

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**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 us or to .

If we do not receive payment details, such as a check number, the last 4 digits of your credit card, the payment date, the payment amount, etc., 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 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.