

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 31579
Chicago, IL 60631

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

File #
Creditor:
Debtor:
Creditor Reference #
Amount Due:

This letter will confirm the payment arrangements you recently made with our office to resolve the balance due. Since you promised to make payment by , we have agreed to hold further collection actions until that time.

Per our previous correspondence, you can submit the upcoming payment in any of the following methods:

1. Mail – draft a check payable to with “File # ” 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.

If we do not receive the promised payment by , then we will have to evaluate whether the current arrangement is still in best interests. Please let me know if you have any questions. Thank you again for your assistance in resolving 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.