

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:  
Creditor Reference #  
Amount Due:

My name is and I am with the Law Offices of Richard T. Avis. Per our prior correspondence, we represent in a breach of contract matter against . This matter has been escalated to my attention due to the length of time that this unresolved account has been at our firm. This is our final attempt to obtain performance of your contractual obligation before we are forced to further escalate this matter to our litigating attorney.

In order to stay further action, we must receive the following on or before :

1. An immediate good-faith payment of and
2. A settlement offer to address the remaining balance owed. After you submit the good-faith payment, please provide the offer (lump-sum or payment plan) by phone or email.

Payment Instructions: Submit the good-faith payment in 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.

prefers to work with you to make satisfactory arrangements to fulfill your obligations. However, if we do not receive the good-faith payment and a settlement offer for the remaining balance owed on or before , then must proceed with further action to protect their interests.

Thank you,

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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.