

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*

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*P.O. Box 31579  
Chicago, IL 60631*

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

File #  
Creditor:  
Debtor:  
Creditor Reference No.

Re: Confirmation File # is Closed + Future Order Requirements

Dear

Please allow this letter to serve as your evidentiary documentation that File # is now closed in our office. Further, please note, if you wish to order future services from , then you will have to pay, directly to , the of collection fees that paid to our firm to resolve the balance associated with File # .

Please let us know if you have any questions.

Sincerely,

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.

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