

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

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American Financial Management

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Ms. Mary Rowley
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W. W. Grainger, Inc. v. erfwerf
Account No. erwertwt - AFM File No. ergwergw
Placement Amount everv / Close-Out Amount vrevkjin
Reason for Closure – No Response or Payment, resulting in a Small Balance Adjustment (under \$150.00)

Dear Mr. Archuleta,

This is to update you regarding the above referenced file.

Despite our persistent and aggressive efforts to collect the monies owed to Grainger, the debtor did not satisfy, or commit to satisfying, the remaining small balance due. Further, it is apparent the debtor does not intend to make any voluntary payment in the future. Ordinarily, at this time, we would consider the merits of filing a lawsuit. However, in this case, filing suit is not cost justifiable due to the size of the remaining balance due Grainger. Thus, we are unfortunately forced to close our file as uncollectible.

If you have not done so already, please take this opportunity to write off the balance as a bad debt for IRS tax purposes. We appreciate the opportunity to be of service to Grainger and look forward to assisting you on future matters.

Very truly yours,

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American Financial Management, Inc.

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