

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

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American Financial Management

,

v.

Account No. - AFM File No.

Placement Amount / Close-Out Amount

Reason for Closure – Filed Bankruptcy, AFM to file Proof of Claim & to monitor Bankruptcy Proceedings

Dear ,

This is to update you regarding the above referenced file.

We confirmed that the debtor filed bankruptcy. The bankruptcy case number is . As a result of this filing, we are stayed from conducting further collection activities.

Please note, we will file a proof of claim on your behalf and, when doing so, we will provide your contact information to the Bankruptcy Court. Therefore, any notices from the Bankruptcy Court will be sent directly to you. Further, any distribution from the bankruptcy estate will go directly to you, without any contingency fee obligation to us.

Accordingly, since we are stayed from conducting further collection activities and since all notices and payments will be sent directly to , we will now 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 and look forward to assisting you on future matters.

Very truly yours,

American Financial Management, Inc.

P.O. BOX 735633, Chicago, IL 60673-5633
(800) 426-5532 | (847) 259-7000
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