

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:

FINAL SETTLEMENT OPPORTUNITY

Due to the length of time this matter has been at our firm, combined with 's desire to resolve this matter without proceeding with legal action, please advise if is willing to settle this matter in full for , or 25% of the outstanding balance owed. If so, after we receive your confirmation, we will speak with to confirm that they are willing to accept to fully resolve this matter.

If agrees to accept the settlement offer, then must promptly make the payment to our office in accordance with the following payment methods:

1. Mail – draft a check payable to with "Settlement in Full for 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 your confirmation by that is willing to settle this matter for , then we will assume that does not want to amicably resolve this matter and we will advise accordingly.

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. Any information obtained will be used for that purpose.