

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:  
Debtor:  
Creditor Reference #  
Amount Due:

Thank you for your recent payment that was sent directly to . The reduced balance is . As a reminder, since retained our firm to help them resolve this breach of contract matter, any and all payments and communications must be made directly to our office. Also, unless you contact us to disclose any extenuating circumstances that interfere with your desire to resolve this matter, we expect to receive the final payment, in our office, by .

Please submit the final payment directly to our office in any of the following methods:

1. Mail – draft a check payable to with "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 the final payment, or otherwise hear from you disclosing extenuating circumstances, by , then we will have to provide with additional, escalated methods in order to protect their interests. With that said, thank you again for the prior payment and for your assistance in resolving this matter.

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 by a debt collector. Any information obtained will be used for that purpose.

This transmittal may contain confidential information belonging to the sender which is legally privileged and/or exempt from disclosure. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents is strictly prohibited. If you received this transmittal in error, please call the sender immediately to arrange for the return of this letter.