«Todays\_Date\_MMMM\_DD\_YYYY»

«Account\_Address\_Block»

File No. «Account\_Number»

Creditor: «CliFile\_Name»

Creditor Reference No. «Client\_Ref\_Num»

Amount Due: «Actual\_Total\_Jmt\_NonJmt\_Owing»

We previously notified you that Paychex, Inc. (“Paychex”) assigned your account to our firm to resolve the unpaid «Actual\_Total\_Jmt\_NonJmt\_Owing» balance owed. Unfortunately, both our records and Paychex’s records reflect that the above referenced balance remains unpaid.

We still have not heard from you and Paychex would like to better understand the reason for nonpayment. Do you dispute the balance? Are you experiencing financial hardship? Paychex realizes that many businesses are facing financial constraints right now. Paychex intends to work with you to reach a resolution that is manageable for you. At this time, we simply need to communicate to move this matter in the direction favorable for both and Paychex.

To satisfy the «Actual\_Total\_Jmt\_NonJmt\_Owing» balance, send payment in any of these methods:

* Mail – draft a check payable to Paychex with file number «Account\_Number» on the memo line and mail the check to our office at the address below
* Online\* – pay with check or credit card with our processor: [**https://www.afm-usa.com/payment**](https://www.afm-usa.com/payment)
* 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.

Your immediate communication or payment will alleviate the need for Paychex to consider additional options to protect their interests. Please contact our firm or submit payment at your earliest opportunity.

Thank you,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

«X1005\_Signature\_Co\_Line\_1» «X1006\_Signature\_Co\_Line\_2»

P.O. Box 735633, Chicago, IL 60673-5633

P: (847) 259-4700 | F: (847) 259-9434

«X1095\_COLLECTOR\_EMAIL\_CUSTOM»

This is an attempt to collect a debt by a debt collector. Any information obtained will be used for that purpose.