«Todays\_Date\_MMMM\_DD\_YYYY»

«Account\_Address\_Block»

File No. «Account\_Number»

Creditor: «CliFile\_Name»

Debtor:

Creditor Reference No. «Client\_Ref\_Num»

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

Although you already had many opportunities to submit payment or actively communicate with our office, F.P. Mailing asked us to attempt to resolve this «Actual\_Total\_Jmt\_NonJmt\_Owing» matter with you one last time before they proceed with further action to recover the outstanding balance due on your account.

The unreturned postage meter is property of the United States government and, per your F.P. Mailing contract, the owner/principal of your company is personally liable for either returning, or paying the cost of, the postage meter.

To stay further action and rectify prior credit reporting activity, we must receive a «Actual\_Total\_Jmt\_NonJmt\_Owing» payment by «Date\_plus\_14\_days» through any of these methods:

1. Mail – draft a check payable to F.P. Mailing Solutions with file number «Account\_Number» 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**](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 «Actual\_Total\_Jmt\_NonJmt\_Owing» payment by «Date\_plus\_14\_days», then F.P. Mailing will proceed with further action to protect their interests. Please use this letter as confirmation of the same. This is our last chance to reach an amicable resolution. Please conduct yourself accordingly.

Sincerely,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

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

P.O. Box 31579, Chicago, IL 60631

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.