«Todays\_Date\_MMMM\_DD\_YYYY»

,

File # «Account\_Number»

Creditor: «CliFile\_Name»

Debtor: «Account\_Name\_Firstname\_First»

Creditor Reference # «Client\_Ref\_Num»

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

«Field2\_From\_LtrRequest»,

Thank you for your recent partial payment. The reduced balance is «Actual\_Total\_Jmt\_NonJmt\_Owing». As we discussed, we expect to receive the next payment by «Field1\_From\_LtrRequest».

Per our previous correspondence, you can submit the upcoming payment in any of the following methods:

1. Mail – draft a check payable to «CliFile\_Name» with “File # «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 next partial payment by «Field1\_From\_LtrRequest», then we will have to evaluate whether the current arrangement is still in «CliFile\_Name» best interests. With that said, thank you again for the partial payment and for your assistance in resolving this matter.

Thank you,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

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

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.

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