«Todays\_Date\_MMMM\_DD\_YYYY»

«Account\_Address\_Block»

File No. «Account\_Number»

Client: «CliFile\_Name»

Customer:

Client Reference No. «Client\_Ref\_Num»

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

It has been approximately thirty days since we directed your attention to this outstanding «Actual\_Total\_Jmt\_NonJmt\_Owing» balance due . Our records indicate that neither or our firm received the amount due, or an explanation as to why this balance is not yet resolved. Prior to our office engaging in further action, we want to give you the professional courtesy to resolve this matter in a voluntary fashion.

If we do not receive payment by , then we will escalate our pursuit of the principal balance, as well as all accrued finance fees, collection costs and attorney fees in accordance with the underlying contract. In addition, this matter may be reported to the credit bureaus.

Payment can be submitted in any of the following methods:

1. Mail – draft a check payable to 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 at: [**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) 259-7000**.

\*A convenience fee will be assessed for both check or credit card payments made online or by phone.

Please contact our office with any questions, disputes or extenuating circumstances that interfere with your desire to resolve this matter.

Thank you,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

American Financial Management, Inc.

5500 Pearl St, Suite 250, Rosemont, IL 60018

P: (847) 259-7000 | F: (847) 259-7014

«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.