«Todays\_Date\_MMMM\_DD\_YYYY»

«Field2\_From\_LtrRequest»

«Field1\_From\_Ltrrequest»

«Field3\_From\_LtrRequest»

«Field4\_From\_LtrRequest»

File No. «Account\_Number»

Creditor: «CliFile\_Name»

Debtor:

Creditor Reference No. «Client\_Ref\_Num»

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

«Field1\_From\_Ltrrequest»,

This is to advise you that our office represents «CliFile\_Name» in a breach of contract matter against . The amount owed to is «Actual\_Total\_Jmt\_NonJmt\_Owing». Through our conversation with , we learned that you represent in this matter.

Please confirm representation by «Date\_plus\_10\_days». Further, at that time, please disclose any meritorious defenses or settlement proposals. If we do not receive any correspondence from you on or before «Date\_plus\_10\_days», then we must presume that you do not represent and we will continue to directly contact . Enclosed is documentation that forms the basis of our client’s claim.

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.

Thank you for your assistance in helping 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.