«Todays\_Date\_MMMM\_DD\_YYYY»

«Field2\_From\_LtrRequest»

**SENT VIA EMAIL TO: «Field7\_From\_LtrRequest»**

RE: Your Claim #

Your Insured:

Our Case # -

Our Client:

Our Insured: «Field4\_From\_LtrRequest»/«Field5\_From\_LtrRequest»

Date of Loss:

:

Please be advised that our firm has been retained to represent in a claim against your insured. TYPE FACTS FROM LOSS EVENT (DELETE THIS TEXT AFTER), FOR EXAMPLE: On May 5, 2019, your insured Johnny Ray Davis’ vehicle ran a red light and struck our insured’s vehicle on the left rear while our insured was making a left turn on a green light.

I attached a copy of the police report, estimate and photos. Our insured’s deductible is «Field6\_From\_LtrRequest». The total subrogation demand is for «Actual\_Total\_Jmt\_NonJmt\_Owing». Please let me know if you need any additional information.

Otherwise, please make your «Actual\_Total\_Jmt\_NonJmt\_Owing» check payable to our client, . Please include our case number «Account\_Number»- on the memo line of your check, and mail your check to:

c/o The Law Offices of Richard T Avis

8755 W. Higgins Rd., Suite 610

Chicago, IL 60631

Should you have any questions or need any other documentation, please feel free to contact me directly.

Sincerely,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

8755 W. Higgins Rd., Suite 610, 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.