«Client\_Ref\_Num»-«Account\_Number»F«Desk»-«Account\_Zip»

«Account\_Address\_Block2\_No\_Filenum»

**Creditor Name:**

«CliFile\_Name»

**Notice Date:**

«Todays\_Date\_MMMM\_DD\_YYYY»

**Debtor Name:**

«Account\_Name\_Firstname\_First»

**Amount Due:**

«Actual\_Total\_Jmt\_NonJmt\_Owing»

**Account Number:**

«Client\_Ref\_Num»

This is to advise you that our firm has been engaged by, and now represents, «CliFile\_Name» (“ADT”) in collection of your ADT account. Please note, the above referenced balance does not include additional fees although, per your ADT contract, ADT has the right to add interest, late charges, and attorney fees, to this «Actual\_Total\_Jmt\_NonJmt\_Owing» balance due. Further, if this matter is not immediately resolved, then the unpaid balance will be reported to the credit bureaus.

To prevent credit bureau reporting and ADT from also pursuing the additional fees legally due, please submit payment by «Date\_plus\_10\_days» through any of the following methods:

1. Mail – draft a check payable to ADT and mail the check to our office, along with the remittance advise below to ensure proper credit
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 note, any and all communications and payments must now be directed to our office. Please contact us with any questions or to disclose any circumstances interfering with your desire to resolve this matter.

Thank you,

**- - - - - - - - - - - - - - - - - - - - - - - DETACH AND RETURN WITH YOUR REMITTANCE - - - - - - - - - - - - - - - - - - -**

**Make check payable to: Account # - «Client\_Ref\_Num»**

«CliFile\_Name»  **Amount Enclosed:**

c/o