File #

Creditor:

Creditor Reference # «Client\_Ref\_Num»

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

To Whom It May Concern,

My name is and I am with the Law Offices of Richard T. Avis. Per our prior correspondence, we represent «CliFile\_Name» in a breach of contract matter against . This matter has been escalated to my attention due to the length of time that this unresolved account has been at our firm. This is our final attempt to obtain performance of your contractual obligation before we further escalate this matter to protect our client’s interests.

In order to stay further action, we must receive the «Actual\_Total\_Jmt\_NonJmt\_Owing» payment on or before per the payment instructions below.

Payment Instructions: Submit the «Actual\_Total\_Jmt\_NonJmt\_Owing» payment on or before in any of the following methods:

1. Mail – draft a check payable to «CliFile\_Name» 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 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.

«CliFile\_Name» prefers to work with you to make satisfactory arrangements to fulfill your obligations. However, if we do not receive the «Actual\_Total\_Jmt\_NonJmt\_Owing» payment on or before , then «CliFile\_Name» must proceed with further action to protect their interests.

Thank you,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

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

P.O. Box735633, Chicago, IL 60673-5633

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.