«Todays\_Date\_MMMM\_DD\_YYYY»

«Fwd\_Cli\_Addr\_Block\_No\_Contact»

In accordance with the “Operative Guides for Forwarders and Receivers” adopted by the Commercial Law League of America, subject to the Contingency Rates and the Terms and Conditions described herein, «CliFile\_Name» (“Creditor”) authorized and instructed American Financial Management, Inc. (“AFM”), as Creditor’s agent, to forward the enclosed claim to «Forward\_Client» (“Receiver”) for collection. All claim information is described within the following pages and is attached hereto and made apart hereof.

«X1318\_FWD\_CONTINGENCY\_RATES»

Terms and Conditions:

* Receiver must acknowledge receipt of this claim, and that the Contingency Rates and the Terms and Conditions are satisfactory, within five (5) business days.
* Further, Receiver must provide a lawsuit recommendation within thirty (30) calendar days after acknowledging receipt of this claim.
* All Receiver written communications must take place by email and include both AFM and Creditor, together, to ensure Receiver, AFM and Creditor work as a team to achieve the best result possible (“Group Email”). If, in response to Group Email from Receiver, AFM or Creditor accidentally only replies to Receiver, Receiver must respond to AFM’s or Creditor’s email with the removed designated AFM or Creditor contact included therein to ensure the Group Email remains intact. Unless a matter is time-sensitive, which means that a Creditor response must be received within a maximum of seventy-two (72) hours or less, all telephone conference calls must be arranged within the Group Email to ensure Receiver, AFM and Creditor are privy to, and are able to participate in, necessary discussions.
* If Receiver recommends that Creditor file a lawsuit against the applicable debtor(s), within Group Email, Receiver will request necessary costs, affidavits and additional or amended documentation, with instruction on how to return the same directly to Receiver (“Litigation Requirements”). AFM will assist Receiver to ensure Creditor timely provides Litigation Requirements directly to Receiver.
* Any monies collected by Receiver must be remitted to AFM Net Receiver’s Contingency Rates described above within fifteen (15) calendar days of receipt.
* Receiver must not incur any expenses, nor institute any proceedings, unless authorized by AFM or Creditor. Further, Receiver must not deduct any charges and disbursements due on this claim from other accounts collected and vice-versa.
* Failure to timely acknowledge claim, provide lawsuit recommendation, answer communications, remit monies, or handle this matter in Creditors’ best interest, or failure to follow AFM’s instructions or Creditor’s instructions will leave AFM and Creditor free to recall this claim without payment of Contingency Rates to Receiver or without any payment under quantum meruit.

Please kindly return this claim immediately if the Contingency Rates and Terms and Conditions are not acceptable or if, for any other reason, Receiver is not able to handle this claim.

Thank you,

American Financial Management

«Todays\_Date\_MMMM\_DD\_YYYY»

«Fwd\_Cli\_Addr\_Block\_No\_Contact»

Please utilize the following information in your handling of this claim on behalf of AFM and Creditor. All items with a \* must always be on the subject line of Group Email. The Group Email must include the following AFM and Creditor email addresses:

AFM: «Field1\_From\_LtrRequest»

Creditor: «X1302\_FF\_CREDITOR\_EMAIL»

\* Creditor: «X1303\_FF\_CREDITOR\_NAME»

\* Debtor: «X1304\_FF\_DTR\_NAME»

\* AFM File #: «Account\_Number»

\* Creditor Ref #: «Client\_Ref\_Num»

|  |  |  |
| --- | --- | --- |
| Principal Balance: | $ | «Asgnd\_Amt\_PRINCIPAL\_Field\_Bal» |
| Accrued Finance Fees: | $ | «Net\_Interest\_Owing» |
| Coll Costs/Atty Fees: | $ | «Net\_Misc\_Charges\_Owing» |
| Total Balance Due: | $ | «Net\_Amt\_Owing\_Including\_Fees» |

Debtor Contact Information:

Debtor Legal Entity: «X1305\_FF\_DTR\_LGL\_NAME»

Debtor Contact: «X1306\_FF\_DTR\_CONTACT»

Debtor Address, City, State Zip: Please see AFM Checklist on the following pages attached hereto

Debtor Phone: «X1307\_DTR\_PHONE»

Debtor Alt Phone: Type: «Field8\_From\_LtrRequest» Number: «Field9\_From\_LtrRequest»

Guarantor Name: «X1310\_FF\_GUARANTOR\_NAME»

Guarantor Address, City, State Zip: Please see AFM Checklist on the following pages attached hereto

Guarantor Phone: «X1311\_FF\_GUARANTOR\_PHONE»

Attorney Name: «X1312\_FF\_DTR\_ATTY\_NAME»

Attorney Firm: «X1313\_FF\_DTR\_ATTY\_FIRM»

Attorney Address, City, State Zip: Please see AFM Checklist on the following pages attached hereto

Attorney Phone: «X1314\_FF\_DTR\_ATTY\_PHONE»

Bank Name: «X1315\_FF\_DTR\_BANK\_NAME»

Bank CSZ: «X1316\_FF\_DTR\_BANK\_CSZ»

Bank Routing/Account: «X1317\_FF\_DTR\_BANK\_ACCT»

Other Important Information: Please see AFM Checklist on the following pages attached hereto.

«X1033\_XD\_TEXT\_FOR\_CUDOCS»