

Sample 1

Dear Mr/Mrs. «Recip_LastName»

It's our policy to contact patients who received a billing statement from us in the past 30 days, but have not responded.

You currently have a balance of \$ «**Patient_PatBalance**» with «Patient_ProviderName» To date we have not received payment or have heard from you regarding payment arrangements.

If you have a question regarding your bill or need help reading your insurance's EOB, we'd be happy to help. We understand medical billing is not always simple to understand, but we can help.

We understand that many of our patients experience financial difficulties. If this is the case, please let us know so we can assist you in making budget payment arrangements. We want to help you fulfill your commitment without causing undue hardship, so please do not hesitate to contact our offices.

If you have already sent payment in, then please, disregard this letter. Otherwise, we look forward to receiving your payment within **five days** of this letter. Your prompt attention is appreciated. Dr. «Patient_ProviderName» would appreciate it very much.

Sincerely,

Sample 2

Dear Mr/Mrs. «Recip_LastName»,

You currently have a balance of \$ «Patient_PatBalance» with «Patient_ProviderName».

It's our policy to contact patients who received a billing statement from us in the past 30 days, but have not responded. To date we have not received payment or heard from you regarding payment arrangements.

I'm sure you'll understand that our ability to continue providing medical services diminishes if we are unable to collect in full for our services in a timely manner.

We understand that many of our patients are currently experiencing financial difficulties. If this is the case, please let us know so we can assist you in making budget payment arrangements. We want to help you fulfill your commitment without causing undue hardship, so please do not hesitate to contact our offices.

If you have a question regarding your bill or need help reading your insurance's EOB, we'd be happy to help. We understand medical billing is not always simple to understand, but we can help.

If you have already sent payment in, then please, disregard this letter. Otherwise, we look forward to receiving your payment within **five days** of this letter. Your prompt attention is appreciated. Dr. «Patient_ProviderName» would appreciate it very much.

Sincerely,