

First Reminder - Friendly Tone

Subject: Friendly Reminder About Your Account Balance

Dear [Patient Name],

We hope this message finds you well and that you're feeling better after your recent visit to our office on [Date].

We wanted to reach out regarding your account balance of \$[Amount] for services rendered on [Date]. We understand that managing medical bills can sometimes be overlooked among life's many responsibilities.

If you've already sent your payment, please disregard this message, and thank you! If not, we'd appreciate it if you could submit payment at your earliest convenience. We offer several payment options including online payment through our patient portal, payment by phone, or mailing a check to our office.

If you have any questions about your bill or would like to discuss payment arrangements, please don't hesitate to contact our billing department at [Phone Number]. We're here to help make this process as easy as possible for you.

Thank you for choosing our practice for your healthcare needs. We look forward to continuing to serve you.

Warm regards,

[Practice Name]

Billing Department

[Contact Information]

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