

Third Notice - Serious Tone

Subject: URGENT - Third Notice of Outstanding Balance

Dear [Patient Name],

This is our third attempt to contact you regarding the overdue balance of \$[Amount] on your account. Despite our previous notices dated [Date 1] and [Date 2], we have not received payment or heard from you regarding this matter.

The outstanding balance relates to services provided on [Date] and is now [Number] days past due. Immediate payment is required to prevent further collection action on your account.

We must receive payment or hear from you within 10 days of the date of this letter. If we do not receive payment or establish a payment arrangement by [Specific Date], we will have no choice but to take the following actions:

- Report this delinquent account to credit reporting agencies, which may negatively impact your credit score
- Forward your account to a third-party collection agency
- Restrict future services to emergency care only until the balance is resolved

We genuinely want to avoid these measures. If you're unable to pay the full amount, please contact our billing office immediately at [Phone Number] to arrange a payment plan. We are willing to work with you, but we must hear from you right away.

This is a serious matter that requires your immediate attention. Please do not ignore this notice.

Sincerely,

[Practice Name]

Billing Department

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/collection-letters-to-patients>