Account Sent to Collections

Subject: Notice - Your Account Has Been Forwarded to Collections

Dear [Patient Name],

This letter is to inform you that your account with an outstanding balance of $[Amount] has been forwarded to our collection agency, [Collection Agency Name], for collection.

Despite our repeated attempts to resolve this matter directly with you, including notices dated [Date 1], [Date 2], [Date 3], and [Date 4], we received no payment or response regarding your overdue balance.

Effective [Date], [Collection Agency Name] is now handling all collection activities for this account.

All future correspondence and payments regarding this debt should be directed to them at:

[Collection Agency Name]

[Address]

[Phone Number]

[Email/Website if applicable]

Please note:

- Our office is no longer handling this account for payment purposes
- This account has been reported to credit reporting agencies
- You should contact the collection agency directly to resolve this matter
- Future appointments at our practice will be limited to emergency services until this matter is resolved

If you believe this account has been forwarded to collections in error or if you have documentation of payment, please contact the collection agency immediately with proof of payment.

We regret that we had to take this action. Should you resolve this matter with the collection agency, we would be happy to welcome you back as a regular patient.

[Practice Name]

[Contact Information]