

Friendly and Empathetic Medical Collection Letter

Subject: Gentle Reminder: Outstanding Medical Payment

Dear [Patient Name],

We understand that life can get busy. Our records show an unpaid balance of [Amount] for services rendered on [Service Date].

We would greatly appreciate it if you could settle this at your convenience. Please reach out to our billing team if you require any assistance or a payment plan.

Warm regards,

[Your Name]

[Billing Department]

[Clinic/Hospital Name]

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