



John Doe, D.D.S.

123 Oak Street, Suite 2 Anywhere, VA 20000
(555) 555-5555

Second Notice Letter Example

Note: Ensure you enclose a Business Reply Envelope, QR code, or link with the patient that they can use to pay with this letter. If you have the ability for a patient to pay via a secure online portal, add this information. You can also give a patient the option to call and pay via credit card, etc.

Dear PATIENT NAME,

Our records indicate that you have a past due balance of \$AMOUNT. Please remit payment as soon as possible. **(HAVE SOME MEANS FOR THE PATIENT TO PAY - I.E. REMISSION ENVELOPE, LINK, QR CODE, ETC)**

If you have any questions about this matter or need any help, please feel free to call us at _____.

If payment has already been sent, please disregard this notice.

Thank you.

Sincerely,
Financial Coordinator

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