



John Doe, D.D.S.

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

Third 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 accountant insists that we resolve all past due accounts as soon as possible.

Our records indicate that you have a past due balance of \$AMOUNT. This balance is for services rendered on DATE OF SERVICE. The services that were rendered were:

SERVICES RENDERED

We appreciate having you as a patient and are willing to work with you to resolve your bill. If you have any questions about it, or need help making arrangements to pay it, please call us at OFFICE NUMBER.

It is imperative that we hear back from you as soon as possible. Please remit payment in as soon as possible. **(HAVE SOME MEANS FOR THE PATIENT TO PAY - I.E. REMISSION ENVELOPE, LINK, QR CODE, ETC)** If needed, please call us to make other arrangements no later than the ____ of (MONTH, YEAR.)

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

Sincerely,

Financial Coordinator

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