

[Clinic Name]
[Clinic Address]
[Phone Number]
[Email/Website]

[Date]

[Patient Name]
[Patient Address]

Subject: Friendly Reminder Regarding Your Account - [Account Number]

Dear [Patient Name],

We hope this letter finds you well. This is a friendly reminder regarding an outstanding balance on your account in the amount of \$[Amount].

Our records show that this balance is now past due. We understand that life can get busy, and it is easy to overlook a statement. If you have already sent your payment, please disregard this notice and thank you for your promptness.

If you have not yet made a payment, you may do so by:

- Calling our office at [Phone Number] to pay by credit card.
- Mailing a check to the address listed above.
- Visiting our online payment portal at [Link, if applicable].

If you are experiencing financial difficulties or have questions regarding your insurance coverage, please contact our billing coordinator. We are happy to discuss payment plan options with you.

Thank you for choosing [Clinic Name] for your dental care. We appreciate your prompt attention to this matter.

Sincerely,

[Sender Name/Billing Department]
[Clinic Name]