

[Practice Name]
[Practice Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Subject: Friendly Reminder Regarding Your Account Balance

Dear [Patient Name],

We hope this letter finds you well. Our records indicate that there is an outstanding balance of \$[Amount] on your account following your recent visit on [Date of Service].

This is just a friendly reminder as we have not yet received your payment. If you have already sent your payment, please disregard this notice and thank you for your prompt attention.

For your convenience, you may pay your bill using one of the following methods:

- Online at: [Website URL]
- By phone at: [Phone Number]
- By mail using the enclosed envelope

If you have any questions regarding your statement or if you believe there is an error with your insurance coverage, please do not hesitate to contact our office. We are happy to assist you.

Thank you for choosing [Practice Name] for your dental care needs.

Sincerely,

[Name/Department]
[Practice Name]