

Date: [Insert Date]

Subject: Friendly Reminder Regarding Your Healthcare Account

Dear [Patient Name],

We hope this letter finds you well.

This is a friendly reminder regarding your account balance with [Clinic/Hospital Name] for services provided on [Date of Service]. According to our records, there is an outstanding balance of \$[Amount Due].

We understand that healthcare expenses can sometimes be overlooked. If you have already sent your payment, please disregard this notice. If not, we kindly ask that you settle the balance at your earliest convenience.

**Payment Options:**

- Online: [Link to Patient Portal/Website]
- Phone: Call us at [Phone Number]
- Mail: Send a check to [Mailing Address]

If you have questions regarding your bill, believe there is an error, or would like to discuss a payment plan, please contact our billing department at [Phone Number] or [Email Address]. We are here to help.

Thank you for choosing [Clinic/Hospital Name] for your healthcare needs.

Sincerely,

The Billing Team  
[Clinic/Hospital Name]  
[Contact Information]