July 24, 2024 [date code for templates]

[Recipient full name]  
[Recipient Title]  
[Recipient Street address]  
[Recipient City, Province two (2) uppercase characters, Postal Code]

Dear Recipient’s Prefix and Last Name, Suffix],

I hope this [letter/email] finds you well.

We want to follow up on the billing statement/invoice- [invoice #] we sent over a month ago for the services provided during your previous visit. We haven’t heard a response yet or received payment for the **outstanding balance of $250**.

Do you have any concerns or questions about regarding this statement/invoice? We understand that a billing statement can be confusing sometimes. Should you want to discuss it, please let us know or you can call us at 226.637.1090**.**

We can set up payment plans to support a workable payment schedule for you, if required.

Your wellness is our top priority, and we want to ensure that we are supporting you.

We look forward to hearing from you within **five business days** of receipt of this letter/email.

Thank you for your prompt attention to this.

Kind Regards, [closing of your choice]  
[space for signatory to provide an encrypted signature or a manual signature]

Dr.  
Clinic Manager

[Signatories initials uppercase]/[your initials lower case]