# Collection Letters

An inventory of collection letters avoids having to rewrite letters for each billing cycle.

**Collection Letter I (enclosed with second statement)**

Dear ,

This is a reminder of the past-due balance on your account for

in the amount of . At the present time, your balance is

(days) overdue. We will appreciate payment in full immediately.

If you have any questions about your account, please call the office. We want to

help.

Sincerely,

Patient Accounts Coordinator