

Delinquency Notice Example

[Company Name]

BILLING SERVICE FOR:

[COMPANY NAME]

111 Company Address

UPLAND VA 917861235

(111) 111-1111

8/22/2025

[CLIENT NAME]

111 Patient Address

Phoenix AZ 85027

RE: [CLIENT NAME] ACCOUNT #: 5501197 Balance Due: \$67.94

Dear [CLIENT NAME],

We are writing to inform you that your account with us is currently delinquent. We have not received a response to the statements that were sent to you. The patient balance noted above is the amount that is your responsibility after your insurance company has made payments.

We must receive your payment within 15 days from the date of this letter to avoid further collection action. Please make payment out to:

[COMPANY NAME]

111 Sample Address

UPLAND VA 917861235

(111) 111-1111

If you need assistance or have any questions, please call between 8:00 AM and 5:00 PM, PST. If you are unable to pay this bill in full, please call, and we can discuss setting up a payment plan.

Sincerely,

[COMPANY NAME]