

Past Due Letter 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],

This is a friendly reminder that you have an outstanding balance that is due.

To keep your account in good standing, payment must be made. If you have any questions or wish to make payment arrangements, please contact our Patient Billing Customer Service department at 1-800-478-2778, Monday - Friday.

Sincerely,

Patient Billing Customer Service

[COMPANY NAME]