

Patient Payment Reminder

Dear [Patient's Name],

This is a friendly reminder regarding the outstanding charges for your follow-up appointment that took place on [Date of Appointment]. As of today, the total amount due is [Amount Due].

We understand that medical expenses can sometimes be unexpected, and we are here to assist you in any way we can. If you have already made your payment, please disregard this notice. Otherwise, we kindly ask that you settle the outstanding balance by [Due Date].

You can make your payment via our online portal or contact our office at [Office Phone Number] for assistance.

Thank you for your prompt attention to this matter. We value you as our patient and look forward to seeing you at your next visit.

Sincerely,

[Your Practice Name]

[Your Name]

[Your Position]

[Contact Information]