

Payment Reminder for Speech Therapy Services

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding payment for the speech therapy services provided to [Patient's Name] during the month of [insert month].

The total amount due is [insert amount], which was due on [insert due date]. We kindly ask you to settle this payment at your earliest convenience to avoid any interruptions in therapy services.

You may make your payment via [insert payment methods]. If you have already made the payment, please disregard this reminder.

Thank you for your prompt attention to this matter. If you have any questions, feel free to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Practice Name]

[Your Contact Information]