

Account Status Update

Date: [Insert Date]

To: [Patient's Name]

[Patient's Address]

Dear [Patient's Name],

We hope this message finds you well. This letter is to inform you about the current status of your account with us.

Account Summary:

- Account Number: [Insert Account Number]
- Total Charges: [Insert Total Charges]
- Payments Received: [Insert Payments Received]
- Outstanding Balance: [Insert Outstanding Balance]

If you have any questions or if you wish to discuss your account, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]