

Friendly Reminder: Outstanding Medical Charges

Dear [Patient's Name],

We hope this message finds you well. This is a friendly reminder regarding your outstanding medical charges totaling \$[Amount]. According to our records, this balance remains unpaid as of [Date].

We understand that oversights can occur, and if you have already made the payment, please disregard this notice. If not, we kindly request that you settle the balance at your earliest convenience.

If you have any questions or need assistance, please do not hesitate to reach out to our billing department at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Title]
[Medical Facility Name]
[Contact Information]