

Introduction Letter for Medical Billing Disputes

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally introduce ourselves as [Agency Name], a debt recovery agency specializing in the recovery of outstanding medical billing disputes.

Our mission is to assist healthcare providers in resolving billing discrepancies effectively while ensuring that patients like you are treated with respect and understanding throughout the process.

Upon reviewing your account, we noticed there are outstanding charges related to your recent medical services. We understand that billing disputes can be challenging, and we are here to facilitate open communication between you and your healthcare provider.

For your convenience, please find enclosed all relevant documentation regarding your account. We encourage you to reach out to us at [Phone Number] or [Email Address] should you have any questions or wish to discuss your account further.

Thank you for your attention to this matter. We look forward to assisting you in resolving this dispute.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]