

Wellness Center

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to remind you of an outstanding balance on your account with us.

Outstanding Balance: \$[Amount]

This balance was incurred on [Insert Date of Service] for [Description of Services Rendered]. We kindly ask that you settle this balance by [Insert Due Date] to avoid any interruption in your services.

You can make your payment via [Payment Methods], or feel free to contact us if you have any questions regarding this balance.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Wellness Center Name]

[Contact Information]