

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Healthcare Provider Name
Provider Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concerns regarding the delayed billing issues I have encountered with the services I received on [specific date(s)]. Despite my attempts to resolve this matter via phone and email with your billing department, I have yet to receive a timely and accurate bill.

The services received, including [briefly describe services], were completed on [service date], and I was informed that I would receive the bill within [expected timeframe]. However, it has now been [number of weeks/months] since that date, and I have not received any communication or billing statement.

Such delays not only cause inconvenience but also may affect my financial planning and timely payments. I kindly request that you investigate this matter and provide me with an update regarding my billing status as soon as possible.

Thank you for your immediate attention to this issue. I look forward to your prompt response.

Sincerely,
[Your Name]