

# Reminder: Past Due Medical Expense

Dear [Patient's Name],

We hope this message finds you well. We are writing to remind you that your account with us currently shows a balance due of **[\$Amount]** for medical services rendered on **[Date]**.

Please note that this amount is now past due. We kindly ask that you make arrangements for payment at your earliest convenience to avoid any additional fees.

If you have already submitted your payment, please disregard this notice. Otherwise, please contact our office at **[Phone Number]** or visit our website at **[Website]** to settle your balance.

Thank you for your attention to this matter, and we appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Medical Office Name]

[Contact Information]