

Your Name Here

1234 Your Address
Scottsdale, AZ 85260
Your Phone Number

LETTER 1

June 1, 2008

Patient Name
4238 S. 37th St.
Phoenix, AZ 85040

Account #: 1234

Account Balance: \$155.78

Dear Patient Name,

It's our policy to contact patients who received a billing statement from us but have not responded.

We know time and money are short for many. Still, we want to communicate as clearly as possible. Please write or call us as soon as possible to settle your bill or ask any questions about your account. Your balance is now due.

We also are happy to work out a written payment plan.

Thank you for your help in this matter. We look forward to continuing our relationship.

Sincerely,

Your Name

Account #: 1234

Account Balance: \$155.78

Your Name Here
1234 Your Address
Scottsdale, AZ 85260

Your Name Here

**1234 Your Address
Scottsdale, AZ 85260
Your Phone Number**

LETTER 2

June 15, 2008

Patient Name
4238 S. 37th St.
Phoenix, AZ 85040

Account #: 1234

Account Balance: \$155.78

Dear Patient Name,

We contacted you recently regarding your outstanding balance, but have not heard back. All patients are important to us and that is why you are receiving this reminder. Our records indicate that we have not yet received your payment. In order to provide the highest quality service at the lowest possible cost, we depend on all of our patients to remit payment on time. Please contact us immediately to settle your account, set up a payment plan, or account for why you have not paid.

If we don't hear from you within 10 days we may send this account to a collection agency.

Sincerely,

Your Name Here

Account #: 1234

Account Balance: \$155.78

***Your Name Here
1234 Your Address
Scottsdale, AZ 85260***

AG International Services

PO Box 31445
Phoenix, Arizona 85046-1445
602-606-7530

LETTER 3

June 25, 2008

Name
Address
City, State, Zip Code

Creditor: Your Name Here **Account#:** 1234 **Amount Due:** \$165.00

YOUR NAME HERE has requested that we contact you regarding the above referenced past due account. We understand it could be a simple oversight and not a willful refusal to pay. If there is a legitimate misunderstanding concerning this debt please contact **YOUR NAME HERE** and discuss it. To avoid collection activity, please contact or mail payment in full to:

YOUR NAME HERE
1234 Your Address
Scottsdale, AZ 85260
YOUR PHONE NUMBER

This is a communication from a debt collector. This is an attempt to collect a debt, and any information obtained will be used for that purpose. Unless you notify this office within ten days after receiving this notice that you dispute the validity of the debt or any portion thereof, this office will assume this debt is valid.
Sincerely,

AG International Services

Please return this portion

ame

Creditor: YOUR NAME HERE **ACCOUNT:** 1234 **Amount Due:** \$165.00

Your Name Here
1234 Your Address
Scottsdale, AZ 85260

AG International Services

PO Box 31445
Phoenix, Arizona 85046-1445
602-606-7530

LETTER 4

Date

Name

Address

City, State, Zip Code

Creditor: Your Name Here ACCOUNT: 12345 Amount Due: 165.00

After repeated attempts to encourage you to pay your long overdue account with **Your Name Here**, there is still an outstanding balance. We suggest that you take steps to settle this long overdue account. Please mail balance in full to:

**YOUR NAME HERE
1234 Your Address
Scottsdale, AZ 85260
YOUR PHONE NUMBER**

This is a communication from a debt collector. This is an attempt to collect a debt, and any information obtained will be used for that purpose.

Sincerely,

AG International Services

Please return this portion

Name

Creditor: Your Name Here

ACCOUNT: 12345

Amount Due: 165.00

**Your Name Here
1234 Your Address
Scottsdale, AZ 85260**