### Sample Collection Letter for Dental Offices

From

Mr. George Buckner

Manager

Dental Care Clinic

S 7/67 Cylix Circle

Morris Garden

Denver 57899

To

Mr. Edwin Marcus

&/9 Helix Square

New Lane

Denver 43577

Date: 10 Jun, 2014

Subject: Collection Letter for Dental Treatment

Dear Mr. Marcus,

This is to inform you that you are required to settle the due payment of $000 for the dental services provided by Dental Care Clinic in between 07 February, 2014 to 12 February, 2014.

As per our record you have not made the payment even after our telephonic reminder on 14 February, 2014. You are request to contact the concern person in our clinic if you have any financial difficulties regarding the amount. We will definitely arrange some assistance in form of flexible payment structure.

If this payment comes under your insurance company, you are requested to contact their officer to discuss and settle the outstanding amount promptly.

If you have already sent your payment before receiving this letter of collection, please take no notice of this and accept our sincere thanks.

Sincerely,

George Buckner

Manager

Dental Care Clinic