



***DOCUMENT OVERVIEW:** This document may used to negotiate patient balances prior to forwarding to collections or legal counsel.*

[date]

[inside address]

Dear [name]:

Our attempts to collect your debt of [\$—] have brought no response. Your account is scheduled to be turned over to our legal council in [—] days.

We are willing to settle the disputed account [\$—]. By paying [\$—] within [—] days of receipt of this letter, you will avoid legal action and the possiblity of credit rating impairment. A preaddressed stamped envelope is enclosed.

Yours truly,

[name]

Enclosure

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