

The PLD Group

31-265 Reserve Dr Thousand Palms CA 92276-6611

Billing Department: 760-343-0700 760-692-9507 Billing Fax: Appointments: 877-210-9377

CONFIDENTIALLY ADDRESSED TO:

Patient A Patient A
2345 Guarantor St 000001000001 Anytown US 12345

1 SP manifest key line *******Endorsement Line*****

Please check box if address is incorrect or insurance information has changed and indicate change(s) on the reverse side.

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IF PAYING BY CREDIT CARD PLEASE FILL OUT BELOW					
CHECK CARD USING FOR PAYMENT					
VISA	MasterCard	DISCOYER			
CARD NUMBER		3 DIGIT SECURITY CODE			
SIGNATURE	EXP. DATE				
NAME ON CARD	ZIP CODE				
Patient Name Patient A	AMOUNT ENCLOSED/CHARGED				
STATEMENT DATE 2/11/2021	PAY THIS AMOUNT \$1,000.00	ACCOUNT NUMBER 123456			

MAKE CHECKS PAYABLE AND MAIL TO:

Your Clinic Here 123 Main St Anytown US 12345

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To ensure proper credit, please detach and return top portion with your payment prior to due date.

IMPORTANT MESSAGE REGARDING YOUR ACCOUNT

Dear Patient A,

The purpose of this letter is to notify you that a balance of \$1,000 remains unpaid on your account and to serve as a reminder of your payment responsibilities. The balance represents the portion of your account that is at least 120 days past any applicable insurance payment(s).

Often times, this is quite simply an oversight and this reminder assists in quickly resolving the matter. Please contact our billing department at 760-343-0700 to bring your account up-to-date. If we do not hear from you, or your account is not paid in full within 10 days, your account may be referred to an outside agency for further collection assistance.

Should your records support a discrepancy in the amount due, please contact us immediately. Our billing department is eager to assist you to bring your account balance current.

Thank you in advance for your immediate attention and prompt response.

Sincerely,

Pre-collection Department for

The PLD Group, Inc.

ACCOUNT NUMBER:

AMOUNT NOW DUE:

PATIENT:

123456

\$ 1,000.00

Patient A

Samples Provided by The PLD Group, Inc.

