

(use letterhead/company stationary)
812 Coshocton Avenue
Mount Vernon, OH 43050
(740) 393 – 2161

March 30, 2018

Austin W. Smith
452 Redacted Street, Apt A
Mount Vernon, OH 43050

Dear Austin,

We regret to inform you that the owed balance on your patient account is overdue.

After several unsuccessful communication attempts to contact you; both via telephone and in writing, your account has now been turned over to a collections agency.

In the future, please seek out another dental office to continue your necessary dental care. Please note that I will continue to treat you on an emergency basis, however, for thirty days upon receipt of this letter.

Upon your written authorization, I will provide copies of your dental chart to your new provider. For your convenience, I have enclosed a written release form to use for this purpose.

Sincerely,

Dr. Brian Howe, DDS
(logo)