# Collection Letter III

**(Mailed 10 days following third statement if there has been no response from patient)**

Dear ,

We have tried unsuccessfully for over three months to collect this delinquent account. Every allowance has been made to facilitate even partial payment from you, and you have failed to call or respond in any way.

In order to protect your credit rating, I urge you to send full payment in the amount of $ by (date) . If payment is not received by this date, we can no longer carry the account on our books, and we will be forced to proceed with further collection action. We hope to avoid this step. Please mail your payment promptly.

Sincerely,

Patient Accounts Coordinator