

**John Q. Dentist, D.D.S.**  
29990 Jefferson Ave., Suite A  
Murrieta, CA 92562  
Telephone: (909) 678-9876

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To:

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*You may have overlooked our notice.  
May we remind you to mail your payment today?  
If your check is already in the mail,  
please accept our thanks.*

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Comments:

Sample

Account Balance: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Date Due: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Signed: \_\_\_\_\_

Detach Here

Return this portion with your payment

Check Enclosed \$ \_\_\_\_\_  MasterCard  Visa  American Express

Bankcard Payment Authorization:

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Account # \_\_\_\_\_

For questions concerning your outstanding balance, please contact our business office at (909) 678-9876.

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To: *Mary Jones*  
*40483 Brixton Cove*  
*Temecula, CA 92591*

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*You may have overlooked our notice.*  
***May we remind you to mail your payment today?***  
*If your check is already in the mail,*  
*please accept our thanks.*

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*Comments:*

02-14-02 *We're expecting your \$200 on Monday, as per our conversation. Thank You!*

02-25-02 *I'm very concerned about your account. When a second payment arrangement is not met, our accountant may refer your account to collections. It is very important that we work together to keep that from happening. We're expecting \$200 on Monday. Thanks!*

03-07-02 *You will receive no further notices. If this payment is not received by Monday, March 12, 2002, we will be forced to move your account to collections.*

Account Balance: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Date Due: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Signed: \_\_\_\_\_

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Detach Here

Return this portion with your payment

Check Enclosed \$ \_\_\_\_\_  MasterCard  Visa  American Express

Bankcard Payment Authorization:

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Account # \_\_\_\_\_