

RE: Patient: _____

Account Number: _____

Amount Due: \$_____

Dear Sir or Madame:

Enclosed you will find a check from this firm representing complete payment of the above account. As you will recall from your file, Mr. _____ was involved in an automobile accident resulting in injuries and these charges. We have now settled that claim for him, and are forwarding payment of the account from those settlement funds. Please forward verification that you have received this in the form of a billing showing the account paid in full by patient.

If you have any questions, please give me a call.

Yours very truly,

For the Firm.