

®DATA FAMHDR,mrg90`  
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Peter T. Smith D.D.S.  
455 Neighborhood Rd.  
Mastic Beach NY 11951

®FIRST` ®LAST`  
®STREET`  
®TOWN` ®STATE` ®ZIP`

Dear ®SALUTATION`,

You're a tough person to reach! I tried to call you a few times this past week but was never able to get through.

I have been reviewing the accounts receivable for the office and notice that your account is overdue \$®balance` ®if LPA > 0`and that we have not heard from you since ®lastpaydt`®endif`. I wanted to check with you before continuing on with this to be sure there were no extenuating circumstances that I had overlooked.

®if hins`®if TC = 0`I do not see any recent outstanding insurance claims that might cover the balance, nor do I recall any special arrangements for payment that you may have made.

®endif`®endif`®if hins`®if TC > 0`The outstanding insurance claims come to only \$®totalclaim`, far short of the total balance of \$®balance`, and I do not recall any special arrangements for payment of the difference of \$®difference` that you may have made.

®endif`®endif`If there are circumstances that I have overlooked, please give me a call at 281-5544 this week. If I'm not in that day, please leave a message with whomever is in.

Thanks. I'll be waiting to hear from you.

Very truly yours,

Irene Chirivas

Office Manager

ic/lf - ®acct