HiFlex Physio

204 Healthy Street, PO Box 555, Cairns Qld 4870
P 07 5555 5555 F 07 5555 5550

Dear

RE: Outstanding Account

This is a reminder that your account balance of $ was overdue as of . Enclosed is a statement of account for your reference.

Please arrange payment of this account today or, if you cannot make full payment at this time, please contact us to make a payment arrangement that is mutually acceptable.

Your prompt attention to this matter would be greatly appreciated. If you have any queries regarding this account, please contact our office as soon as possible.

If payment has recently been made, please accept our thanks and ignore this reminder.

Regards