

**Budget First Letter – Non-Perpetual**

Dear «Guar\_FullName»,

Per our conversation on «Budget\_Contract\_Date», we have agreed to set up monthly payments, known as Budget Payments, for the total balance of «Budget\_Total». Total number of payments will be «Budget\_Num\_Payment».

As agreed, your first budget payment of «Budget\_Payment» will be due «Budget\_Due\_Date», and monthly thereafter.

You will receive a monthly Budget letter as a reminder. While your account is on a budget, you will not receive a monthly statement unless you have a balance that is not included in the total budget amount.

Please detach and return the above payment coupon with your payment so that we may process your payment appropriately and timely. Failure to send in the coupon may result in your payment not being applied to your budget.

If for any reason, you are unable to make your payments, please contact our Billing Office at «Prac\_Phone» to work out a solution. Failure to do so could cause us to consider collection proceedings.

Sincerely,

Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»

**Budget First Letter – Perpetual**

Dear «Guar\_FullName»,

Per our conversation on «Budget\_Contract\_Date», we have agreed to set up monthly payments, known as Budget Payments, for the total balance of «Budget\_Total». Total number of payments will be «Budget\_Num\_Payment».

As agreed, your first budget payment of «Budget\_Payment» will be due «Budget\_Due\_Date». You will receive a monthly Budget letter instead of a statement for any balances that are included in the budget plan. This letter will take the place of any statement you might have received in the past

As additional balances become your responsibility, they will be added to the total budget amount. If you wish to change your monthly payment amount, please contact our office.

Please detach and return the above payment coupon with your payment so that we may process your payment appropriately and timely. Failure to send in the coupon may result in your payment not being applied to your budget.

If for any reason, you are unable to make your payments, please contact our Billing Office at «Prac\_Phone» to work out a solution. Failure to do so could cause us to consider collection proceedings.

Sincerely,

Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»

**Budget Normal Letter**

Dear «Guar\_FullName»,

Per our agreement, your monthly payment of «Budget\_Payment» is due «Budget\_Due\_Date». Your current balance is «Budget\_Remain\_Amt»,

If you are unable to make this payment, please contact our Billing office at «Prac\_Phone» to make other arrangements.

We appreciate your timely payments on this amount due.

Sincerely,

Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»

**Budget Final Letter**

Dear «Guar\_FullName»,

Your final budget payment of «Budget\_Remain\_Amt» is due on «Budget\_Payment\_Due\_Date». When we receive this payment, your balance will be \$0.00.

Thank you for your timely payments on this budget plan.

If we can be of further assistance, please contact our Billing office at «Prac\_Phone».

Sincerely,

Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»

**Budget Underpayment Letter**

Dear «Guar\_FullName»,

We have received your budget payment that was due on «Budget\_Due\_Date». However, it was for less than the agreed Budget plan amount of «Budget\_Payment».

Unless your payment is received in the next five days, your account will be considered for collection procedures. If you have already sent in your payment, please accept our thanks and contact our office with this information so that we may make note of it on your account.

If you are unable to make this payment, please call our Billing office at «Prac\_Phone» immediately to make other arrangements for your amount due.

Sincerely,  
Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»

**Budget Missed Payment Letter**

Dear «Guar\_FullName»,

As of «Today», we have not received your budget payment of «Budget\_Payment». This payment was due on «Budget\_Due\_Date».

Unless your payment is received in the next five days, your account will be considered for collection procedures. If you have already sent in your payment, please accept our thanks and contact our office with this information so that we may make note of it on your account.

If you are unable to make this payment, please call our Billing office at «Prac\_Phone» immediately to make other arrangements for your amount due.

Sincerely,  
Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»

**Budget Delinquent Letter**

Dear «Guar\_FullName»,

As of «Today», we have not received your budget payment of «Budget\_Payment». This payment was due on «Budget\_Due\_Date».

We will expect payment of the above amount within the next 5 days or your account will be considered for collection procedures.

If you are unable to make this payment, please call our Billing office at «Prac\_Phone» immediately to set up a new budget plan or to make other arrangements for your amount due.

If you have already sent your payment, please accept our thanks and contact our office with this information, so we may make note of it on your account.

Sincerely,

Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»

**Budget Pre-List Letter**

Dear «Guar\_FullName»,

As of «Today», we have not received your budget payment of «Budget\_Payment». This payment was due on «Budget\_Due\_Date».

We will expect payment of the above amount within the next 5 days or your account will be considered for collection procedures.

If you are unable to make this payment, please call our Billing office at «Prac\_Phone» immediately to set up a new budget plan or to make other arrangements for your amount due.

If you have already sent your payment, please accept our thanks and contact our office with this information, so we may make note of it on your account.

Sincerely,

Billing Department  
«Prac\_Name»  
«Prac\_Addr1»  
«Prac\_CityStZip»