

Dear <<Responsible Party>>,

We hope this short note finds you and yours well. Three months ago, we would have never dreamt our world would be facing such volatile times, we remain confident that we will prevail and are hopeful to regain the ability to resume normal services soon.

We were going through our old accounts and realized that there is an extremely old balance on your account. We are so sorry we missed this.

We are here to support you and help through these challenging times. To that end, we are happy to set up a payment plan that is comfortably affordable to you. If you are temporarily laid off or a business owner under shut down, we will extend interest-free terms that will commence after we are able to return to a little normalcy. If your personal financial situation has not been affected, we simply ask you to please pay your balance in full to help us support those who are less fortunate.

Take care of those you can, we hope to see you soon.

The team from <<practice name>>