

3. Sample Letter to Request Medical Bill Reduction or Payment Plan

1234 Main Street
Arlington, VA 33333
April 2, 2003

Dr. James Shockley, MD
4321 N. George Mason Drive, Suite 401
Arlington, VA 22222

Dear Dr. Shockley:

My name is Pramil Gupta. On March 1, 2003, you performed emergency surgery on me at Arlington General Hospital after I was in a car crash. I received a bill from your office for \$15,000.00. I am writing to request a payment plan for this bill. Could I pay you \$30.00 each month, please? I can pay more when I return to work. Also, would it be possible to lower the bill amount because I don't have health insurance? I have missed a lot of work since my accident and my family does not have much money. My wife is not working right now because she is taking care of our two small children.

Thank you very much for performing my surgery, and thank you for your consideration of my request.

Sincerely,

Pramil Gupta