



We hope this letter finds you well. This letter is to inform you of an important update regarding our billing process and payment policies.

As a valued client of **Lisa M Nardi P.C.**, it is essential to ensure that your account remains in good standing. To streamline our payment process and avoid any treatment interruptions, we have implemented a policy for handling past due accounts.

Effective **07/01/2024**, if your account becomes past due, we will automatically charge the credit card on file for the outstanding balance. This measure is intended to ensure that your services continue without interruption and to prevent any accumulation of overdue payments.

Key Details of the Policy:

- **Automatic Charge:** If your account is past due by 30 days, we will automatically charge the credit card on file for the total amount due.
- **Notification:** You will receive an email notification 3 days before the charge is processed, giving you an opportunity to settle the balance by other means if preferred.
- **Authorization:** By maintaining an active account with **Lisa M Nardi P.C.**, you agree to this automatic charge policy as outlined in our Credit Card Authorization Form.

We understand that circumstances can sometimes lead to payment delays. Should you need assistance or wish to discuss alternative payment arrangements, please contact our billing department at **lmbpc@gmail.com** or **708-280-0279** before your account becomes past due.

Please ensure that your credit card information on file is current and valid to avoid any issues or additional charges with automatic payments. If there are any changes to your credit card details, kindly update your information by contacting us in writing at **lmbpc@gmail.com**.

We appreciate your cooperation and understanding regarding this matter. Our goal is to provide you with uninterrupted service and a seamless billing experience. Thank you for your continued trust in **Lisa M Nardi P.C.**

Sincerely,

Lisa M Nardi