|  |  |
| --- | --- |
| news release |  |
| [type name of your organization here] |

[Pick the date]

[Type the recipient name]

[Type the recipient address]

[Type the salutation]

We are happy to announce that we have added electronic payment services to our website, [www.yourwebsiteaddress.com](http://www.yourwebsiteaddress.com). This provides our patients with self-service access to view and pay their outstanding account balances. With our new service, you will have the option to pay your bills using a credit card, debit card, electronic check (ACH), or Healthcare Spending Account (HSA). This new service offers a simple and secure system to access your account information and then quickly and safely process your payments.

You can pay your bills three ways:

* ***Online:*** From our website, you can access and manage your account, pay your bills online with a credit card or bank transfer, and get answers to your frequently asked questions. Visit [www.yourwebsiteaddress.com](http://www.yourwebsiteaddress.com) and go to “(label of your payment button here)” to sign up for an online account.
* ***By Phone:*** Call xxx-xxx-xxxx to pay your bill by phone using your credit card or bank withdrawal. We accept all major credit/debit cards.
* ***By Mail:*** Mail your payment to:

Name  
Address  
City, State, Zip Code

ELECTRONIC PAYMENT BENEFITS

* Simple, clear, and fast
* Secure, convenient, 24/7 self-service
* Eliminate paper checks and postage

[Type the closing]

Your name

[Type the sender title]