

<<<Month day, year>>>

Accounts Representative

Re: Account No. *

Dear Sir/Madam:

I am getting bills on this account despite the fact that I told you I was on Medicaid at the time of service.

The law prohibits you from billing Medicaid recipients. Enclosed with this letter is the relevant portion of the Washington Administrative Code for your information.

Please send me written confirmation that you will cease any efforts to collect this bill, or any other bill incurred while I had Medicaid coverage. Thank you.

Sincerely,

<<<Your name>>>

Encl: WAC