

[Your Veterinary Clinic Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Street Address]
[City, State, Zip Code]

Subject: Outstanding Balance for Veterinary Services

Dear [Client Name],

This letter is a friendly reminder that there is an outstanding balance of \$[Amount] on your account for services provided to [Pet's Name] on [Date of Service].

According to our records, this payment is now overdue. We understand that life can be busy and this may have simply slipped your mind. We have attached a copy of the original invoice for your reference.

Please submit your payment at your earliest convenience. You may pay by:

- Calling our office to pay by credit/debit card.
- Mailing a check to the address listed above.
- Paying in person at our clinic.
- [Optional: Online payment portal link]

If you have already sent your payment, please disregard this notice. If you have any questions regarding the bill or need to discuss a payment plan, please contact our billing department at [Phone Number].

Thank you for choosing [Your Veterinary Clinic Name] for your pet's care.

Sincerely,

[Your Name/Billing Department]
[Your Veterinary Clinic Name]