

[Your Veterinary Clinic Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Client Name]
[Client Address Line 1]
[City, State, Zip Code]

Subject: Outstanding Balance for [Pet's Name] - First Reminder

Dear [Client Name],

This is a friendly reminder regarding your outstanding account balance for veterinary services provided on [Date of Service]. Our records indicate that a balance of \$[Amount] remains unpaid.

We understand that life can be busy and this may have simply slipped your mind. We kindly ask that you settle this balance at your earliest convenience.

Payment Options:

- Online: [Website Link]
- By Phone: [Phone Number]
- In Person: Visit our clinic during business hours
- By Mail: Send a check to the address listed above

If you have already sent your payment, please disregard this letter. If you have any questions regarding your invoice or if you are experiencing financial difficulties, please contact our billing department so we can discuss payment arrangements.

Thank you for choosing us for your pet's healthcare needs.

Sincerely,

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