

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

[Date]

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

Subject: Initial Notice of Overdue Balance - Account #[Account Number]

Dear [Client Name],

This letter is a friendly reminder regarding the outstanding balance on your account for services provided to [Pet's Name] on [Date of Service].

According to our records, your account is currently past due in the amount of **#[Amount Due]**. We have not yet received payment for the invoice(s) listed below:

- Invoice #[Invoice Number] - [Date] - **#[Amount]**

We understand that life can be busy and this may have simply been overlooked. If you have already sent your payment, please disregard this notice and accept our thanks.

Otherwise, please submit your payment by [Due Date] to bring your account up to date. You may pay by:

- Paying online at: [Website URL]
- Calling us at [Phone Number] to pay by credit card
- Mailing a check to the address listed above

If you are experiencing financial difficulties or have questions regarding your bill, please contact our office manager immediately so we can discuss potential payment arrangements.

Thank you for your prompt attention to this matter and for choosing us to care for [Pet's Name].

Sincerely,

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