

[Veterinary Practice Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

Re: Outstanding Balance for [Pet's Name]

Dear [Client Name],

According to our records, your account currently has an outstanding balance of \$[Amount] which is now past due. This balance relates to services provided on [Date of Service].

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.

If you have not yet made a payment, please do so at your earliest convenience. You may pay by:

- Calling our office at [Phone Number] to pay via credit card.
- Mailing a check to the address listed above.
- Visiting our online payment portal at [URL, if applicable].

If you are experiencing financial difficulties or have questions regarding your statement, please contact our billing department so we can discuss payment options.

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

Sincerely,

[Name/Signature]  
[Title/Billing Department]  
[Veterinary Practice Name]