

[Your Veterinary Practice Name]

[Practice Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Current Date]

TO:

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF OVERDUE BALANCE

Patient Name: [Pet Name]

Account Number: [Account Number]

Total Amount Due: \$[Amount]

Dear [Client Last Name],

This letter is to formally notify you that your account with [Your Veterinary Practice Name] is currently past due. Our records indicate that an outstanding balance of \$[Amount] remains unpaid for services provided on [Date of Service].

We understand that life can be busy, and this may have simply been overlooked. However, we request that you remit payment in full within [Number, e.g., 10] days of the date of this letter to keep your account in good standing.

Payment Options:

- **By Phone:** Call us at [Phone Number] to pay via credit/debit card.
- **By Mail:** Send a check or money order to the address listed above.
- **Online:** [Link to Payment Portal, if applicable].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error in this statement, please contact our billing department immediately at [Phone Number] so we can discuss a payment arrangement.

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

Sincerely,

[Your Name/Billing Department]

[Your Veterinary Practice Name]