

[Your Name/Business Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Outstanding Invoice for Pet Care Services - [Invoice Number]

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for invoice [Invoice Number], which was due on [Due Date]. This invoice covers the pet care services provided for [Pet's Name] between [Start Date] and [End Date].

According to our records, the total balance outstanding is \$[Amount Due].

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this notice. Otherwise, please remit payment at your earliest convenience via [Accepted Payment Methods].

For your reference, I have attached a copy of the original invoice to this letter.

If you have any questions regarding this balance or if there is any way we can assist you with the payment process, please do not hesitate to contact us.

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

Best regards,

[Your Signature]
[Your Printed Name]