

[Hospital Name]
[Hospital Address]
[Phone Number]
[Date]

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

Subject: Notice of Outstanding Balance - [Pet's Name]

Dear [Client Last Name],

We are writing to remind you of an outstanding balance on your account for services provided to [Pet's Name] on [Date of Service].

According to our records, the amount of **[\$Amount Due]** remains unpaid. Our records indicate that this payment is now past due.

We understand that life can be busy and this may have simply been overlooked. Please remit payment 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 have already sent your payment, please disregard this notice. If you have any questions regarding your bill or if you are experiencing financial difficulties, 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 your pet's care.

Sincerely,

[Your Name/Billing Department]
[Hospital Name]