

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Gentle Reminder: Outstanding Balance for [Pet's Name]

Dear [Client Name],

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

Our records indicate a remaining balance of \$[Amount Due].

We understand how busy life can be and that these things can sometimes be overlooked. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

Payments can be made via:

- Phone: [Phone Number]
- Online: [Website URL]
- In person at our clinic

If you have any questions regarding your statement or if you are experiencing financial difficulties, please reach out to us so we can discuss payment options.

Thank you for choosing us to care for your pet.

Best regards,

[Your Name/Billing Department]

[Veterinary Clinic Name]

[Phone Number]