

[Clinic Name]
[Clinic Address]
[Clinic Phone Number]
[Clinic Email]

[Date]

[Client Name]
[Client Address]

Re: Outstanding Balance for [Pet Name]

Dear [Client Name],

This is a friendly reminder regarding the outstanding balance on your account for services provided to [Pet Name] on [Date of Service].

According to our records, your current balance is \$[Amount]. This amount is now past due.

We understand that life can be busy and this may have simply slipped your mind. Please take a moment to settle your account at your earliest convenience. You can pay your balance by:

- Calling our office to pay by credit card over the phone.
- Mailing a check to the address listed above.
- Stopping by the clinic in person.
- [Optional: Using our online payment portal at (Link)].

If you have already sent your payment, please disregard this notice. If you have any questions regarding your invoice or if you are experiencing financial difficulties, please contact us so we can discuss payment arrangements.

Thank you for choosing [Clinic Name] for your pet's healthcare needs. We value your business and look forward to seeing you and [Pet Name] again soon.

Sincerely,

[Name/Signature]
[Title]
[Clinic Name]