

[Veterinary Practice Name]
[Practice Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Outstanding Balance for Services Provided to [Pet Name]

Dear [Client Name],

This letter is a formal notice regarding an overdue balance on your account with [Veterinary Practice Name]. According to our records, your account is currently [Number] days past due.

Account Summary:

- Patient Name: [Pet Name]
- Date of Service: [Date]
- Invoice Number: [Invoice #]
- Total Amount Due: \$[Amount]

We value you and [Pet Name] as part of our practice. However, we have not yet received payment for the professional services rendered. If you have already sent your payment, please disregard this notice.

Please remit the full balance of \$[Amount] by [Due Date] to bring your account current. You may pay via the following methods:

- Online: [Payment Link]
- Phone: [Phone Number]
- In-person or Mail: [Practice Address]

If you are experiencing financial difficulties, please contact our office manager immediately at [Phone Number] to discuss potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Billing Department]
[Veterinary Practice Name]