

[Your Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Subject: Outstanding Balance for Veterinary Services

Dear [Client Name],

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

According to our records, your account currently has an overdue balance of **[\$Amount Due]**. Our initial invoice was sent on [Date], but we have not yet received payment.

Please submit your payment at your earliest convenience. You can pay via:

- Online at [Website URL]
- By phone at [Phone Number]
- By mail or in person at our clinic

If you have already sent your payment, please disregard this letter. If you have any questions or are experiencing financial hardship, please contact our billing department so we can discuss a payment plan.

Thank you for your prompt attention to this matter and for trusting us with your pet's care.

Sincerely,

[Your Name/Billing Department]
[Your Clinic Name]