

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

[Date]

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

RE: UNPAID INVOICE FOR VETERINARY SERVICES

Dear [Client Name],

This letter is a formal reminder regarding the outstanding balance on your account for services provided to [Pet's Name]. According to our records, the following invoice remains unpaid:

- **Invoice Number:** [Invoice #]
- **Date of Service:** [Date]
- **Total Amount Due:** \$[Amount]

We understand that life can be busy, and this may have been an oversight. However, payment was due on [Original Due Date]. We kindly ask that you settle this balance within [Number, e.g., 7] days of receiving this letter.

You may provide payment via the following methods:

- Online via our portal: [Link]
- Over the phone: [Phone Number]
- In person at our clinic
- By mail via check payable to [Clinic Name]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding the charges, please contact our billing department immediately to 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/Signature]
[Title/Office Manager]
[Clinic Name]