

[Your Veterinary Practice/Animal Clinic Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Street Address]
[City, State, Zip Code]

RE: SECOND REMINDER - OVERDUE ACCOUNT

Dear [Debtor Name],

We are writing to you regarding your outstanding balance of \$[Amount] for services provided to [Pet's Name] on [Date of Service].

Our records indicate that we sent a previous reminder on [Date of First Letter], but we have not yet received payment or a response regarding this matter. Your account is now [Number] days past due.

Account Details:

Invoice Number: [Invoice #]
Patient Name: [Pet's Name]
Total Amount Due: \$[Amount]

Please remit payment in full within [Number, e.g., 7] days to avoid further collection action. You may pay via [Payment Methods, e.g., Credit Card, Online Portal, or Check].

If you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] to discuss a potential payment plan. We value you as a client and would prefer to resolve this matter amicably.

If you have already sent your payment, please disregard this letter.

Sincerely,

[Your Name/Title]
[Clinic Name]