

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

[Date]

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

**RE: SECOND REMINDER - Outstanding Invoice for [Pet's Name]**

Dear [Client Name],

We are contacting you regarding your outstanding balance of \$[Amount Due], which remains unpaid according to our records. This balance is for services provided on [Date of Service] for [Pet's Name].

We previously sent a reminder on [Date of First Reminder], but we have not yet received payment or a response from you. We understand that life can be busy, but we ask that you please settle this account immediately to avoid further action.

**Invoice Details:**

Invoice Number: [Invoice #]  
Amount Due: \$[Amount Due]  
Original Due Date: [Due Date]

You can make a payment by:

- Calling us at [Phone Number] to pay via credit/debit card.
- Visiting our clinic in person.
- Paying online at [Website URL, if applicable].
- Mailing a check to the address listed above.

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office manager immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Practice Manager]  
[Your Veterinary Practice Name]