

[Your Clinic Name]  
[Clinic Address]  
[Clinic Phone Number]  
[Clinic Email]

[Date]

[Client Name]  
[Client Address]

**Subject: SECOND NOTICE: Past Due Account for [Pet's Name]**

Dear [Client Name],

Our records show that we have not yet received payment for the veterinary services provided to [Pet's Name] on [Date of Service]. We sent a previous notice regarding this balance on [Date of First Letter], but your account remains unpaid.

**Account Summary:**

Invoice Number: [Invoice #]

Balance Due: \$[Amount]

We understand that life can get busy, but we ask that you please settle this balance immediately. If you are experiencing financial difficulties, please contact our office at [Phone Number] so we can discuss a potential payment arrangement.

Please send your payment today by mail, or you may pay online at [Website] or by calling our office.

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

Sincerely,

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