

[Clinic Name]
[Clinic Address]
[Phone Number]
[Date]

[Client Name]
[Client Address]

RE: SECOND WARNING - OVERDUE BALANCE FOR VETERINARY SERVICES

Dear [Client Name],

Our records show that your account for the care of [Pet Name] remains unpaid despite our previous notice sent on [Date of First Notice].

Account Details:

Invoice Number: [Invoice #]
Date of Service: [Service Date]
Outstanding Balance: \$[Amount Due]

We value you as a client; however, this balance is now [Number] days past due. We must receive payment to maintain your credit standing with our clinic and to avoid further action.

Please submit your payment via one of the following methods:

- Online at: [Website Link]
- By phone: [Phone Number]
- By mail to the address listed above

If you are experiencing financial hardship, please contact our billing department at [Phone Number] immediately to discuss a potential payment plan.

URGENT: If payment is not received or a payment arrangement is not made by [Deadline Date], we will have no choice but to refer your account to an external collection agency. This may negatively impact your credit rating.

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

Sincerely,

[Sender Name/Billing Department]
[Clinic Name]