

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

[Date]

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

Subject: SECOND NOTICE: Overdue Payment for [Pet's Name]

Dear [Client Name],

This is a second reminder regarding your outstanding balance of \$[Amount Due] for veterinary services provided to [Pet's Name] on [Date of Service].

Our records indicate that we have not yet received payment for invoice #[Invoice Number], which is now [Number] days past due. We sent an initial notice on [Date of First Notice] but have not received a response.

Account Summary:

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

Please submit your payment immediately via [Payment Methods, e.g., online portal, phone, or in person].

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties or have questions regarding the invoice, please contact our billing department at [Phone Number] so we can discuss a payment plan.

We value you as a client and wish to resolve this matter promptly to ensure your account remains in good standing.

Sincerely,

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