

[Your Veterinary Practice Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address Line 1]  
[Client Address Line 2]

**Subject: SECOND REMINDER: Outstanding Balance for [Pet's Name]**

Dear [Client Name],

Our records indicate that we have not yet received payment for the services provided to [Pet's Name] on [Date of Service]. This is our second notice regarding your overdue account.

**Account Details:**

Invoice Number: [Invoice #]  
Total Amount Due: \$[Amount]

We understand that life can be busy, and this may have simply slipped your mind. However, we ask that you settle this balance immediately to keep your account in good standing. You can make a payment by calling our office, visiting us in person, or using our online portal at [URL].

If you are currently experiencing financial difficulties, please contact our billing department at [Phone Number] so we can discuss a potential payment plan.

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

Thank you for your prompt attention to this matter and for trusting us with your pet's care.

Sincerely,

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