

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: SECOND REMINDER: Overdue Account for [Pet's Name]**

Dear [Client Name],

We are contacting you regarding your outstanding balance of \$[Amount], which remains unpaid despite our previous reminder sent on [Date of First Reminder].

Our records show that this balance is for services provided to [Pet's Name] on [Service Date]. We value you as a client, but we must request that this account be brought up to date immediately.

**Account Summary:**

- Invoice Number: [Invoice Number]
- Original Due Date: [Due Date]
- Total Amount Due: \$[Amount]

Please submit your payment via one of the following methods:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- In Person: [Clinic Address]

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties, please contact our billing department at [Phone Number] to discuss a potential payment plan.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name/Billing Department]

[Clinic Name]

[Clinic Phone Number]