

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

[Date]

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

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

Dear [Client Name],

This is a second reminder regarding your outstanding balance of \$[Amount] for veterinary services provided on [Date of Service].

We previously sent a notice on [Date of First Reminder], but our records indicate that we have not yet received payment. We understand that life can be busy, but we request that you settle this account immediately to maintain your standing with our practice.

Account Summary:

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

Please submit your payment via [Accepted 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, please contact our office manager at [Phone Number] today so we can discuss a potential payment arrangement. We value you as a client and wish to resolve this matter amicably.

Failure to settle this debt may result in a disruption of future non-emergency services or further collection actions.

Sincerely,

[Your Name/Billing Department]
[Your Veterinary Practice Name]