

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

[Date]

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

Subject: SECOND NOTICE: Overdue Payment for Veterinary Services

Dear [Client Name],

We are writing to remind you that your account remains past due. Our records indicate that we have not yet received payment for the services provided to [Pet's Name] on [Date of Service].

Below is a summary of the outstanding balance:

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

We understand that life can get busy, but we kindly ask that you settle this balance immediately to keep your account in good standing. If you have already sent your payment, please disregard this notice.

You may pay your bill by:

- Calling us at [Phone Number] to pay via credit card.
- Mailing a check to the address listed above.
- Visiting our online payment portal at [URL, if applicable].

If you are experiencing financial difficulties, please contact our billing department so we can discuss a potential payment arrangement.

Thank you for your prompt attention to this matter and for trusting us with [Pet's Name]'s care.

Sincerely,

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