

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

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

URGENT SECOND NOTICE: UNPAID VETERINARY SERVICES

Dear [Client Name],

Our records indicate that we have not yet received payment for the veterinary services provided to [Pet Name] on [Date of Service]. This is our second request for payment regarding Invoice #[Invoice Number].

Current Balance Due: \$[Amount]

Despite our previous notice sent on [Date of First Notice], your account remains past due. We value your relationship with our clinic; however, it is important that this balance is settled immediately to avoid further collection actions or a disruption in your ability to schedule future appointments.

Please submit your payment today via one of the following methods:

- Online payment at: [Website Link]
- Credit card over the phone: [Phone Number]
- Check by mail to the address listed above

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

We look forward to resolving this matter promptly.

Sincerely,

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