

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are contacting you regarding your outstanding balance of \$[Amount] for veterinary services provided on [Date of Service].

This is our second request for payment. Our records indicate that your account is now [Number of Days] days past due. We sent a previous notice on [Date of First Notice], but we have not yet received your payment or a response regarding your account status.

We understand that financial circumstances can change. If you are experiencing a hardship, please contact our office manager immediately at [Phone Number] to discuss a potential payment plan. We value you as a client and want to help you keep your account in good standing.

Please remit payment using one of the following methods:

- Pay online at: [Website URL]
- Call us at [Phone Number] to pay by credit card.
- Mail a check to the address listed at the top of this letter.

If you have already sent your payment, please disregard this notice. Otherwise, we look forward to receiving your payment by [Deadline Date].

Sincerely,

[Your Name/Practice Manager]

[Veterinary Clinic Name]

[Phone Number]