

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

[Date]

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

**RE: SECOND NOTICE - PAST DUE ACCOUNT**

**Patient Name:** [Pet's Name]  
**Account Number:** [Account Number]  
**Outstanding Balance:** \$[Amount Due]

Dear [Client Name],

This letter is a follow-up to our previous notice regarding the unpaid balance on your account for veterinary services provided on [Date of Service]. To date, we have not received your payment or a response to our first letter.

Our records show that your balance of \$[Amount Due] is now [Number] days past due. We understand that financial difficulties can arise; however, it is important that this matter is resolved immediately to keep your account in good standing.

Please remit the full payment within [Number, e.g., 7] days of the date of this letter. You may pay via the following methods:

- Online: [Website Link]
- By Phone: [Phone Number]
- By Mail: Please send a check or money order to the address listed above.

If you have already sent your payment, please disregard this notice. If you are unable to pay the full amount at this time, please contact our billing department immediately at [Phone Number] to discuss a potential payment arrangement.

Please be advised that continued failure to resolve this debt may result in your account being referred to an external collection agency.

Thank you for your prompt attention to this matter.

Sincerely,

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