

[Your Name/Funeral Home Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Services for [Deceased Name]

Dear [Recipient Name],

Please accept our deepest condolences for your loss. We were honored to assist you and your family during such a difficult time.

We are writing to you regarding the outstanding balance for the funeral services provided on [Date of Service]. According to our records, there is a remaining balance of \$[Amount].

We understand that settling affairs after a loss can be overwhelming. If you have already sent payment, please disregard this letter. If you are experiencing financial difficulties or are waiting for insurance or estate funds to be released, please contact us so we can discuss a manageable payment arrangement.

Please find a copy of the original statement attached for your reference. We would appreciate it if you could address this balance or contact our office by [Date] to provide an update.

Thank you for your trust in our services. Our thoughts remain with you.

Sincerely,

[Your Name/Signature]

[Title/Position]