

[Your Funeral Home Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Street Address]
[City, State, Zip Code]

RE: Notice of Overdue Funeral Account

Deceased: [Name of Deceased]
Date of Service: [Date of Service]
Account Number: [Account Number]

Dear [Recipient Name],

This letter is to formally notify you that your account regarding the funeral services for [Name of Deceased] is currently past due. Our records indicate an outstanding balance of \$[Amount].

We understand that this is a difficult time; however, payment was due on [Due Date]. We have not yet received your payment or a request for a payment arrangement.

Please submit the full balance of \$[Amount] by [Deadline Date] to bring your account current. You may pay by mail, in person, or via [Other Payment Methods].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or have questions regarding this invoice, please contact our office immediately at [Phone Number] so we can discuss a resolution.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Funeral Home Name]