

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Funeral Home Name]

[Funeral Home Address]

[City, State, Zip Code]

[Phone Number]

RE: Outstanding Balance for Services Provided for [Deceased Name]

Dear [Debtor Name],

This letter is a formal reminder regarding the outstanding balance of \$[Amount Due] for the funeral services provided on [Date of Service].

Our records indicate that payment was due on [Original Due Date] and has not yet been received. We understand that this is a difficult time for you and your family; however, we kindly request that you settle this account to keep your credit in good standing.

Please find the payment options listed below:

- Pay by check or money order mailed to the address above.
- Pay by credit or debit card by calling our office at [Phone Number].
- Visit our office during business hours to pay in person.

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 us immediately so we can discuss a potential payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Account Manager]

[Funeral Home Name]