

[Your Name/Funeral Home Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Address Line 1]
[Debtor Address Line 2]

RE: Notice of Overdue Payment - Professional Services for [Deceased Name]

Dear [Debtor Name],

This letter serves as a formal request for payment regarding the professional funeral services provided on [Service Date] for the late [Deceased Name].

According to our records, your account is currently past due. As per the signed contract dated [Contract Date], the following balance remains outstanding:

- Invoice Number: [Invoice #]
- Original Balance: \$[Amount]
- Current Amount Due: \$[Amount]
- Due Date: [Original Due Date]

We understand that this is a difficult time; however, we requested payment by [Due Date] and have not yet received the funds. Please remit the total amount due within [Number, e.g., 10] business days of the date of this letter.

Payment can be made via [List payment methods: Credit Card, Check, Bank Transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment plan, please contact our office immediately at [Phone Number].

Sincerely,

[Signature]

[Your Name/Title]
[Funeral Home Name]