

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

[Date]

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

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

Dear [Debtor Last Name],

This letter is a friendly reminder regarding the outstanding balance of \$[Amount] for the funeral services provided on [Date of Service]. According to our records, this account is now past due.

We understand that this is a difficult time for you and your family. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you submit your payment by [Due Date].

For your convenience, we accept the following payment methods: [List Payment Methods, e.g., Credit Card, Check, Online Portal].

If you are experiencing financial hardship or are waiting for insurance proceeds or estate settlements, please contact our office at [Phone Number] so that we can discuss payment arrangements or update your file.

Thank you for your prompt attention to this matter.

Sincerely,

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