

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

[Date]

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

Re: Account for the Services of [Deceased Name]
Account Number: [Account Number]
Balance Due: \$[Amount]

Dear [Debtor Name],

This letter is to inform you that the balance on your account with [Funeral Home Name] is currently past due. Our records indicate that the total amount of \$[Amount] remains unpaid since [Date Payment Was Due].

We understand that this may be a difficult time, and we would like to help you resolve this matter. If you have already sent your payment, please disregard this notice.

Otherwise, please submit your payment in full by [Date - e.g., 10 days from now]. Payments can be made via mail, in person, or [Additional Payment Method].

If you are experiencing financial difficulties and are unable to pay the full amount at this time, please contact our office immediately at [Phone Number] to discuss potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

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