

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE OF UNPAID BALANCE - Funeral Services for [Deceased Name]

Dear [Recipient Name],

Please accept our sincere condolences for your loss. We are writing to bring to your attention an outstanding balance on your account regarding the funeral services provided on [Service Date].

According to our records, the total amount due is **\$[Amount Due]**. This balance was due on [Due Date] and is now past due.

We understand that this is a difficult time. If you have already sent payment, please disregard this notice. If not, please submit the full payment by [Payment Deadline Date] to bring your account up to date.

Payment Options:

- Check or Money Order mailed to the address above.
- Credit/Debit card by calling [Phone Number].
- Online payment at [Website URL].

If you are experiencing financial hardship or are waiting for insurance proceeds/estate settlements, please contact our billing office at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title]
[Your Company Name]