

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Unpaid Balance - Invoice #[Invoice Number]

Dear [Recipient Name],

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

According to our records, your account currently has an outstanding balance of \$[Amount Owed]. This amount was due on [Original Due Date] and is now past due.

We understand that this is a difficult time. However, we request that you remit payment in full within [Number, e.g., 10] business days of receiving this letter. If you have already sent your payment, please disregard this notice.

Payment can be made via [Payment Methods: Credit Card, Check, Wire Transfer].

If you are experiencing financial hardship or are waiting for the release of insurance funds/estate assets, please contact our billing department at [Phone Number] or [Email Address] immediately so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Funeral Home Name]

[Phone Number]