

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

[Date]

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

RE: Notice of Outstanding Balance - Account #[Account Number]

Dear [Debtor Name],

This letter is to formally notify you regarding an outstanding balance on your account with [Your Company Name] for mortuary services provided on [Date of Service] for [Deceased Name].

According to our records, the total amount due is \$[Amount Due]. This balance is currently past due as of [Due Date].

We understand that this may be a difficult time. If you have already sent your payment, please disregard this notice. Otherwise, please remit the full payment by [Deadline Date] using one of the following methods:

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

If you are experiencing financial hardship and need to discuss a payment arrangement, please contact our billing department immediately at [Phone Number] so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

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