

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

[Date]

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

RE: Notice of Outstanding Funeral Expense

Dear [Recipient Name],

Please accept our sincere condolences for your loss.

This letter is to formally notify you regarding the outstanding balance for the funeral services provided for [Deceased Name] on [Date of Service]. Our records indicate that an amount of \$[Amount Owed] remains unpaid on account number [Account Number].

We understand that this is a difficult time. However, this balance is now [Number] days past due. We kindly ask that you settle this account or contact our office to discuss payment options by [Date].

Payment can be made via:

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

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or are awaiting the settlement of an estate, please contact us immediately so we can update our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Title]
[Your Company Name]