

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

[Date]

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

Re: Outstanding Balance for Services Provided to [Deceased Name]

Dear [Debtor Name],

This letter is a formal reminder regarding the unpaid balance for the funeral services provided on [Service Date] for [Deceased Name].

According to our records, your account is currently past due. The details of the outstanding amount are as follows:

- **Invoice Number:** [Invoice #]
- **Original Total:** \$[Amount]
- **Payments Received:** \$[Amount]
- **Current Balance Due:** \$[Total Amount Due]

We understand that this is a difficult time for your family. However, we must request that you clear this balance within [Number] days of the date of this letter to keep your account in good standing.

Please make your payment via [Payment Method: Check/Credit Card/Online Portal]. If you are unable to pay the full amount at this time, please contact our office immediately at [Phone Number] to discuss a potential payment arrangement.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Name/Title]
[Funeral Home Name]