

Date: [Current Date]

To:

[Debtor Name]
[Address Line 1]
[Address Line 2]

From:

[Funeral Home/Cemetery Name]
[Address Line 1]
[Phone Number]

Subject: Notice of Unpaid Balance - Burial Services for [Deceased Name]

Dear [Debtor Name],

This letter is to formally notify you of an outstanding balance regarding the burial services provided on [Date of Service] for [Deceased Name].

Our records indicate that the total amount of **[\$[Amount Due]** is currently past due. This balance remains unpaid despite our previous invoices sent on [Dates of previous invoices].

Account Summary:

- Total Service Cost: **[\$[Total Cost]**
- Payments Received: **[\$[Amount Paid]**
- **Current Balance Due: **[\$[Balance Due]****

We understand that this is a difficult time for you and your family. However, we request that you remit payment in full by [Due Date] to bring your account into good standing.

Please make checks payable to **[Business Name]** or contact our office at [Phone Number] to pay via credit card or to discuss a temporary payment arrangement.

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

Sincerely,

[Your Name/Signature]
[Title]
[Funeral Home Name]