

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

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

**Re: Payment Request for Memorial Services - Invoice #[Invoice Number]**

Dear [Recipient Name],

This letter is a friendly reminder regarding the outstanding balance for the memorial services provided for [Deceased Name] on [Date of Service].

According to our records, the total amount of \$[Amount] remains unpaid. The payment was due on [Due Date].

We understand that this is a difficult time for you and your family. If you have already sent the payment, please disregard this notice. If not, we kindly ask that you settle the balance at your earliest convenience.

For your convenience, we accept the following payment methods: [List Payment Methods, e.g., Check, Credit Card, Online Portal].

If you are experiencing financial hardship or have questions regarding the itemized charges, please contact our office at [Phone Number] so we can discuss a payment plan or resolve any concerns.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]