

[Agency Name]
[Department/Division]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: COURTESY REMINDER - DELINQUENT TAX BALANCE

Account ID/Taxpayer ID: [ID Number]

Dear [Recipient Name],

Our records indicate that there is an unpaid tax balance on your account for the tax period(s) listed below. This letter is a courtesy reminder to help you resolve this matter before additional interest or penalties accrue.

Balance Summary:

- Tax Period: [Period]
- Principal Amount: \$[Amount]
- Interest/Penalties: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the full payment by [Due Date] to bring your account into good standing. You may pay using the following methods:

- Online: [Website URL]
- By Mail: Please make checks payable to [Agency Name] and include your Account ID on the memo line.
- In Person: Visit our office at the address listed above.

If you have already made this payment, please disregard this notice. If you are unable to pay the full amount at this time, you may be eligible for a payment plan. Please contact our collections department at [Phone Number] to discuss your options.

Failure to address this balance may result in further collection actions as permitted by law.

Sincerely,

[Name/Signature]

[Title]

[Agency Name]