

[Your Organization Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email/Website]

[Date]

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

RE: Notice of Outstanding Tax Balance - [Account/Reference Number]

Dear [Taxpayer Name],

This is a friendly reminder regarding your tax account for the period ending [Tax Period]. Our records indicate that we have not yet received payment for the balance listed below:

- **Principal Amount:** \$[Amount]
- **Interest/Penalties (as of date):** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

It is possible that you have already sent your payment or that it has crossed in the mail. If so, please disregard this notice. If you have not yet made a payment, we kindly ask that you settle the balance by [Due Date] to avoid any further accrual of interest or penalties.

Payment Options:

- **Online:** [Insert Website URL]
- **By Mail:** Please make checks payable to [Payee Name] and include your reference number.
- **In Person:** Visit our office at the address listed above during business hours.

If you are experiencing financial hardship or believe there is an error regarding this balance, please contact our office at [Phone Number] as soon as possible. We are available to discuss payment arrangements or help resolve any discrepancies.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title]