

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

[Recipient Name]
[Recipient Address Line 1]
[City, State, Zip Code]

RE: Notice of Delinquent Tax Account

Account Number: [Account Number]
Amount Past Due: [Amount]

Dear [Recipient Name],

This is a courtesy reminder that our records indicate your tax account for the period of [Tax Period/Year] is currently past due. The total outstanding balance, including any applicable interest or penalties as of this date, is \$[Total Amount].

It is possible that you have already sent your payment or that there is a misunderstanding regarding your account. If you have already made this payment, please disregard this notice.

If payment has not been made, please submit the full amount by [Due Date] to avoid additional interest charges or further collection actions. Payments can be made via:

- **Online:** [Website URL]
- **By Mail:** Send a check or money order to the address listed at the top of this letter.
- **In Person:** Visit our office during standard business hours.

If you are unable to pay the full amount at this time, or if you believe this notice was sent in error, please contact our office immediately at [Phone Number] to discuss payment arrangements or to resolve any discrepancies.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]
[Title]
[Department Name]