

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

[Date]

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

RE: FIRST NOTICE OF DELINQUENT TAX PAYMENT

Account/Parcel Number: [Account Number]

Tax Year: [Tax Year]

Dear [Recipient Name],

This is a polite reminder that our records indicate we have not yet received your tax payment for the period mentioned above, which was due on [Due Date].

Current Amount Due: \$[Amount]

Late Fees/Interest: \$[Amount]

Total Balance: \$[Total Amount]

If you have already sent your payment, please disregard this notice and accept our thanks. If you have not yet made a payment, please do so at your earliest convenience to avoid any further interest charges or penalties.

Payment can be made via the following methods:

- Online: [Website URL]
- By Mail: Please send a check to the address listed at the top of this letter.
- In Person: [Office Address and Hours]

If you are experiencing financial hardship or believe there is an error regarding this balance, please contact our office immediately at [Phone Number] so we may assist you with a payment plan or correction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title]
[Organization Name]