

[Current Date]

[Taxpayer Name]

[Taxpayer Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Outstanding Tax Balance for [Tax Year]

Dear [Taxpayer Name],

This is a friendly reminder regarding an outstanding balance on your tax account for the period of [Tax Year]. Our records indicate that there is an unpaid amount of [Amount Due].

We understand that life can get busy, and this may have simply been overlooked. To avoid any potential interest or late fees, we kindly ask that you settle this balance by [Due Date].

Payment Options:

- **Online:** Pay via our secure portal at [Website URL].
- **By Mail:** Send a check payable to [Agency Name] to [Mailing Address].
- **In Person:** Visit our office at [Office Address] during business hours.

If you have already made this payment, please disregard this letter. If you are experiencing financial hardship or believe there is an error in our records, please contact our support team at [Phone Number] or [Email Address] so we can assist you with a payment plan or correction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Agency/Company Name]