

[Your Name/Organization Name]
[Department Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

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

Subject: Gentle Reminder: Outstanding Tax Obligation - [Tax Period/Year]

Dear [Recipient Name],

This is a gentle reminder regarding your outstanding tax balance for the period of [Insert Tax Period/Year]. According to our records, we have not yet received payment for the following account:

- **Tax Reference Number:** [Insert Number]
- **Original Due Date:** [Insert Date]
- **Total Amount Due:** [Insert Amount]

We understand that deadlines can sometimes be missed. If you have already made this payment, please disregard this notice. If not, we kindly request that you settle the balance by [Insert New Deadline Date] to avoid any further interest charges or late fees.

Payment can be made via the following methods:

- [Insert Payment Method 1, e.g., Online Portal Link]
- [Insert Payment Method 2, e.g., Bank Transfer Details]
- [Insert Payment Method 3, e.g., Check by Mail]

If you are currently experiencing financial hardship or believe there is an error in our records, please contact our office as soon as possible at [Insert Phone Number] or [Insert Email Address] so we can discuss available options or resolve the discrepancy.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature Name]
[Your Title/Position]