

DATE: [Current Date]
NOTICE ID: [Notice Number]
TAX YEAR(S): [Tax Year]

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

NOTICE OF DELINQUENT TAXES

This is a formal notice that our records indicate an unpaid balance for your [Type of Tax, e.g., Property/Income] taxes. As of the date of this letter, your account is considered delinquent.

Account Summary:

- Principal Tax Amount: \$[0.00]
- Interest: \$[0.00]
- Penalties: \$[0.00]
- **Total Balance Due: \$[0.00]**

Please remit the full balance by [Due Date] to avoid further interest charges or collection actions. Payment can be made via [Payment Method/Website].

If you believe this notice is in error or if you have already made this payment, please contact the [Department Name] at [Phone Number] or provide written proof of payment to the address below.

If you are unable to pay the full amount at this time, you may be eligible for a payment plan. Please contact our office immediately to discuss your options.

Sincerely,

[Authorized Signature]
[Name of Taxing Authority]
[Department Address]
[Phone Number]