

Date: [Insert Date]

Recipient Name: [Insert Taxpayer Name]

Address: [Insert Street Address]

City, State, Zip: [Insert City, State, Zip]

Account Reference: [Insert Tax Account Number/ID]

NOTICE OF OUTSTANDING TAX ARREARS

Dear [Insert Taxpayer Name],

Our records indicate that there is an unpaid balance on your tax account for the period ending [Insert Tax Period/Year]. To date, we have not received the full payment required.

Summary of Balance Due:

- Principal Tax Amount: \$[Insert Amount]
- Accrued Interest: \$[Insert Amount]
- Late Payment Penalties: \$[Insert Amount]
- **Total Amount Payable: \$[Insert Total Amount]**

Please remit the total amount due by [Insert Due Date] to avoid further interest charges or collection actions. Payments can be made via [Insert Payment Methods, e.g., online portal, check, or bank transfer].

If you have already made this payment, please disregard this notice. If you believe this assessment is incorrect or if you are unable to pay the full amount at this time, please contact our office immediately at [Insert Phone Number] to discuss payment arrangements or to provide supporting documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Name/Department]

[Insert Agency/Company Name]

[Insert Contact Information]