

Date: [Insert Date]

TO:

[Taxpayer Name]

[Taxpayer Address]

[City, State, Zip Code]

RE: NOTICE OF UNPAID TAX LIABILITY

Account ID: [Insert Account/Tax ID Number]

Total Amount Due: \$[Insert Amount]

Dear [Taxpayer Name],

This letter serves as formal notification that our records indicate an outstanding tax debt owed to [Insert Department/Agency Name]. Despite previous notices, the balance remains unpaid.

The total amount due includes the original tax assessment, plus any applicable interest and penalties accrued to date. A breakdown of the balance is provided below:

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

To avoid further collection actions, such as tax liens, wage garnishments, or bank levies, please remit the full payment by [Insert Due Date].

Payment Options:

1. Online: Visit [Insert Website URL] to pay via credit card or electronic check.
2. Mail: Send a check or money order payable to [Insert Agency Name] to the address listed at the top of this letter. Please include your Account ID on the payment.

If you are unable to pay the full amount at this time, you may be eligible for a payment plan. Please contact our collections department immediately at [Insert Phone Number] to discuss your options.

If you have already made this payment, please disregard this notice.

Sincerely,

[Name/Signature]

[Title]

[Agency Name]