

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Courtesy Notice: Past Due Tax Account [Account Number]

Dear [Recipient Name],

Our records indicate that we have not yet received payment for your tax obligations for the period ending [Date]. According to our files, the outstanding balance is \$[Amount].

This is a polite reminder to ensure your account remains in good standing. If you have already sent your payment, please disregard this notice.

Please submit your payment by [Due Date] to avoid any further interest or late fees. You may pay using one of the following methods:

- Online: [Website URL]
- By Mail: [Mailing Address for Payments]
- In Person: [Office Address]

If you believe there is an error or if you are experiencing financial difficulties that prevent you from paying in full, please contact our office at [Phone Number] or [Email Address] to discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]

[Organization Name]