

[Your Name/Department Name]
[Organization Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Notice of Outstanding Tax Balance - [Tax Year/Account Number]

Dear [Recipient Name],

This is a polite reminder regarding your tax account for the period of [Tax Year/Period]. Our records indicate that we have not yet received payment for the balance due on [Original Due Date].

According to our files, the outstanding amount is: **[\$Amount Due]**.

We understand that this may have been an oversight. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you submit your payment by [New Due Date] to ensure your account remains in good standing and to avoid any potential late fees or interest charges.

Payment Options:

- Online: [Website URL]
- By Mail: Please make checks payable to [Payee Name] and send to the address listed above.
- In Person: [Office Address/Hours]

If you believe there is an error in our records, or if you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]