

Date: [Insert Date]

Account Number: [Insert Account Number]

Notice ID: [Insert Notice ID]

Subject: FIRST NOTICE: Overdue Tax Balance

Dear [Insert Taxpayer Name],

This is a formal notice to inform you that our records indicate an unpaid balance on your tax account for the period ending [Insert Tax Period Date].

Account Summary:

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

The deadline for this payment was [Insert Original Due Date]. To avoid further interest charges or additional penalties, please remit the full payment by [Insert New Deadline Date].

Payment Options:

You may pay your balance through the following methods:

- Online: [Insert Website URL]
- By Phone: [Insert Phone Number]
- By Mail: Please send a check or money order payable to [Insert Entity Name] to the address listed above.

If you have already made this payment, please disregard this notice. If you are unable to pay the full amount at this time, please contact our office immediately at [Insert Phone Number] to discuss payment plan options.

Sincerely,

[Insert Name/Department]

[Insert Agency Name]