

Overdue Tax Payment Notification

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, ZIP Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves as a formal notification regarding the overdue tax payment owed by [Recipient's Organization Name] for the tax period ending [Insert Date]. According to our records, the total amount due is [Insert Amount].

As a non-profit organization, it is crucial to fulfill our tax obligations to maintain compliance with federal and state regulations. We kindly request that you remit the outstanding payment at your earliest convenience.

If you have already addressed this payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter. Should you have any questions or require assistance, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]