

Overdue Tax Payment Notice

Date: [Insert Date]

To: [Business Name]

Address: [Business Address]

Dear [Business Owner's Name],

This letter serves as a formal notice regarding your overdue tax payment for the tax period ending [Insert Tax Period]. According to our records, as of today, the total outstanding amount is [Insert Amount].

Please be advised that payment was due on [Insert Due Date]. Failure to settle this debt may result in additional penalties and interest charges, as well as potential legal action.

We urge you to make this payment promptly to avoid further complications. Payments can be made via [insert payment method details]. If you have already made this payment, please disregard this notice.

If you require assistance or wish to discuss your account, do not hesitate to contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]