

Important Notice: Overdue Tax Payment

Date: [Insert Date]

Dear [Taxpayer's Name],

Our records indicate that your tax payment for the period of [Insert Tax Period] remains unpaid and is now overdue. The total amount due is [Insert Amount Due].

Please be advised that failing to remit the payment by [Insert Final Due Date] may result in additional penalties and interest charges, as well as further collection actions.

To make payment, please visit [Insert Payment URL or Instructions] or contact our office at [Insert Phone Number] for assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Organization]

[Your Contact Information]