

Outstanding Tax Bill Notification

Date: [Insert Date]

Dear [Taxpayer's Name],

We are writing to inform you that your tax account currently has an outstanding balance of [Insert Amount] due as of [Insert Due Date]. This amount represents the taxes owed for the year [Insert Tax Year].

Please be advised that failure to settle this outstanding amount may result in additional penalties, interest charges, and possible legal action.

To make a payment or to discuss this matter further, please contact our office at [Insert Contact Number] or visit our website at [Insert Website URL]. We strongly encourage you to address this issue promptly to avoid any further complications.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]