

Past Due Tax Obligation Notification

Date: [Insert Date]

To: [Taxpayer's Name]

[Taxpayer's Address]

[City, State, Zip Code]

Dear [Taxpayer's Name],

This letter is to inform you that your tax obligation, which was due on [Insert Due Date], remains unpaid. Our records indicate that the total amount due is [Insert Amount Due].

Please be advised that failure to remit payment may result in additional penalties and interest charges, as outlined in our previous correspondence.

We encourage you to make your payment by [Insert New Due Date] to avoid further complications. You can make your payment through [Insert Payment Methods].

If you have already made the payment or believe this notice is in error, please contact us immediately at [Insert Contact Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Department or Organization Name]

[Contact Information]