

Tax Arrears Notification

Date: [Insert Date]

To: [Taxpayer's Name]

Address: [Taxpayer's Address]

Dear [Taxpayer's Name],

We hope this message finds you well. This letter serves as a formal notification regarding your outstanding tax arrears for the tax year [Insert Year]. Our records indicate that you have an unpaid balance of [Insert Amount] due by [Insert Due Date].

Please find the details of the tax arrears below:

- Tax Year: [Insert Year]
- Account Number: [Insert Account Number]
- Outstanding Amount: [Insert Amount]
- Due Date: [Insert Due Date]

It is important to settle this outstanding balance to avoid any penalties or legal actions. Please make your payment by the due date or contact us to discuss your options.

For further inquiries, feel free to reach out to our office at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]