Serious / Urgent Tax Notification Letter

Subject: Urgent Tax Payment Notification â€“ Immediate Action Required

Dear [Taxpayer Name],

Our records indicate that your tax payment for [Tax Year] under TIN [TIN] is outstanding. The total amount due is [Amount], and the payment was expected by [Due Date].

Non-compliance may result in legal action, fines, or enforcement measures. Please remit payment immediately or contact our office to discuss your account.

Sincerely,

[Authorized Officer Name]

[Title]

[Tax Authority]

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