

## **How To Draft A Cemetery Overdue Payment Sample Letter**

Making phone calls or drafting a letter for cemetery lots that remain partially or unpaid is never an easy task. Below is a sample letter which will help you draft the letter to address your cemeteries needs. The overdue payment letter should be a polite but persistent way of reminding a person(s) that they have an overdue balance with your cemetery, and need to send a monthly or full payment in as soon as possible, or by a certain date.

### **Cemetery Overdue Payment Letter Format**

The following is how to draft an overdue payment letter:

Your Church or Cemetery Name

Your Street Address

Your City, State and Zip code

Date of Letter

Name of Person

Street Address

City, State and Zip code

Reference: Mention the subject of this letter. The reference can be listed as in the below sample letter "Overdue balance on cemetery lot(s)", or can read as "Balance owing on cemetery lot(s)".

Dear: Ms. and Mr.

In the first paragraph mention why you are writing this letter which is to remind them that they are overdue on their cemetery lot payment. You should also mention when you received their initial deposit and date received, or the total of all their payments and dates received. Note: the initial deposit on the cemetery lot should be the amount of the Endowed Care, account 814, for each cemetery lot. This will allow for the transfer of endowed care funds, and any future deposits will go into Sale of Lots, account 802.

The second paragraph should start by mentioning that the letter should be ignored in case the payment has been made already. Next, a request for payment for a certain amount by a date specified which your pastor should agree to. Basically, mention both the amount and date by which the person has to make their next payment and future payments, if any.

The third paragraph should thank them in advance for their cooperation in this matter.

Sincerely,

(Your signature)

Your name

Parish/Cemetery bookkeeper

### **Cemetery Overdue Payment Sample Letter**

Note: see the next page for the following sample letter which would be printed on parish letterhead.

12/9/10

Mr. Joe Smith  
15 Main Street  
Upstate, NY 12345

Reference: Overdue balance on cemetery lot(s).

Dear Mr. Smith:

Our cemetery records indicate that the balance due on your cemetery lot is \$x.xx.

If this amount has already been paid, please disregard this notice. Otherwise, we ask that a minimum monthly payment of \$x.xx reaches our office by the fifteenth of every month starting January 15, 2011 and ending when the above balance is paid in full.

Thank you in advance for your cooperation in this matter.

Sincerely,

Your name  
Parish bookkeeper

## **Cemetery Overdue Payment Letter Summary**

Layout is an important key in catching the attention of the person viewing it. Stay consistent with your font, be brief and bring to the attention of the viewer of the problem. You may also want to notify them that an initial deposit should cover the endowed care cost associated with the purchase of the cemetery lot(s).

### **Final note:**

The suggestions and opinions of this document are the sole suggestions and opinions of the author, Vincent M. Thouin, and are not necessarily the suggestions and opinions of the Roman Catholic Diocese of Ogdensburg. If you have any questions with regard to cemeteries please feel free to contact Vincent M. Thouin at the Diocese of Ogdensburg (315) 393-2920, or Email at: [vthouin@dioogdensburg.org](mailto:vthouin@dioogdensburg.org).