**Letter of Notice**

　You still have unpaid municipal taxes.

　Please pay by the due date below using the enclosed payment slip. Payment can be made at convenience stores, banks, or at the counter of the municipal office.

　If you neglect to pay these taxes, an overdue fee will be imposed, your employer, business partners, etc. will be investigated, and your deposits, wages, etc. will be seized in accordance with the provisions of Japanese laws and regulations.

Due Date: OO OO, 20XX

Taxes must be paid by the due date.

　In the future, we ask that you pay your municipal taxes on time.

〇〇city municipal office

Taxation Section 1

TEL: 022-000-0000

Hours: 8:30AM to 5:15PM

(Excluding weekends, public holidays, and December 29 through January 3)