

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: FIRST WARNING: NOTICE OF ACCOUNT DEFAULT

Dear [Customer Name],

This letter serves as a formal warning regarding the overdue balance on your account (Account Number: [Insert Account Number]).

According to our records, your payment for the invoice(s) listed below is now significantly past due:

- Invoice Number: [Number] - Amount: \$[Amount] - Due Date: [Date]
- Invoice Number: [Number] - Amount: \$[Amount] - Due Date: [Date]

Total Outstanding Balance: \$[Total Amount]

To prevent your account from being officially classified as in default, we require immediate payment of the total balance. Failure to settle this debt by [Insert Deadline Date] may result in the following actions:

- Suspension of services or credit privileges.
- Reporting of the delinquency to credit bureaus.
- Referral of your account to a third-party collection agency.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our billing department at [Phone Number] or [Email Address] immediately to discuss potential payment arrangements.

Please remit your payment via [Insert Payment Method/Link].

Sincerely,

[Your Name/Department]

[Company Name]