

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: NOTICE OF GRACE PERIOD EXPIRATION

Dear [Customer Name],

This letter is to formally notify you that the grace period for your past-due balance on account #[Account Number] has expired as of [Expiration Date].

Despite our previous reminders, we have not received the required payment. As of today, your outstanding balance is \$[Total Amount Due], which includes any applicable late fees.

Because the grace period has ended, the following actions may now occur:

- Suspension or termination of services.
- Reporting of this delinquency to credit bureaus.
- Referral of your account to a third-party collection agency.
- Additional late penalties or interest charges.

To prevent these further actions, please submit your payment in full immediately. You can make a payment via [Payment Method/Website] or by calling us at [Phone Number].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact our billing department immediately.

Sincerely,

[Your Name/Department]
[Your Company Name]