

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Grace Period Expiration - Action Required

Dear [Recipient Name],

This letter is to formally notify you that the grace period for your [Account Number/Invoice Number/Policy Number] expired on [Date].

As of today, our records indicate that we have not received the required [Payment/Documentation/Action] for your account. Consequently, your account is now considered past due and may be subject to the following consequences:

- Late payment fees or penalties
- Suspension or cancellation of services
- Impact on credit reporting
- Loss of promotional rates or discounts

Required Action:

To avoid further action, please [make a payment of \$Amount / submit the required documents] by [Deadline Date].

You can complete this action by:

- Visiting our website at [Website URL]
- Calling our customer service line at [Phone Number]
- Mailing your payment/documents to [Mailing Address]

If you have already sent your payment or completed the required action, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this notice, please contact us immediately to discuss available options.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]