

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Subject: Notice of Account Suspension - Insufficient Funds

Dear [Customer Name],

We are writing to inform you that your account has been temporarily suspended effective immediately. This action was taken following a failed payment attempt for your recent invoice [Invoice Number] due to insufficient funds in your linked bank account/credit card.

As a result of this suspension, you will not have access to [Name of Service/Platform] until the outstanding balance is settled. Any scheduled services or deliveries may also be put on hold.

Current Balance Due: \$[Amount]

To restore your account, please perform one of the following actions:

- Update your payment method in your account settings.
- Ensure sufficient funds are available and request a manual retry.
- Contact our billing department at [Phone Number] to make a payment over the phone.

Once the payment is successfully processed, your account access will be automatically reinstated within [Timeframe, e.g., 24 hours].

If you believe this notice has been sent in error, or if you have already made a payment, please contact our support team at [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]