

Date: [Insert Date]

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

Subject: NOTICE OF SUBSCRIPTION PAYMENT DEFAULT

Dear [Customer Name],

This letter is to formally notify you that we have not received the scheduled payment for your subscription to [Subscription Name/Service] which was due on [Due Date].

Our records indicate an outstanding balance of **\$(Amount Due)**. As a result of this non-payment, your account is currently in default status.

To avoid any interruption or cancellation of your services, please settle the outstanding balance immediately. You can make a payment through the following methods:

- **Online:** Log in to your account at [Website URL]
- **Phone:** Call our billing department at [Phone Number]
- **Update Payment Method:** Ensure your credit card or banking details are current in your profile.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties or believe there has been an error, please contact our support team as soon as possible to discuss payment arrangements.

Failure to resolve this balance by [Grace Period Date] may result in the suspension of your access to [Service Name].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]
[Contact Information]