

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

[Date]

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

Subject: FINAL NOTICE: Account Suspension - 90 Days Past Due

Dear [Customer Name],

Our records indicate that your account remains unpaid in the amount of \$[Amount Owed]. As of today, your balance is now 90 days past due.

Despite our previous attempts to contact you, we have not received payment or a response regarding this delinquency. As a result, we have officially suspended your account and all associated services effective immediately.

To restore your account and prevent further collection actions, please submit the full payment of \$[Amount Owed] by [Date].

Payment Options:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- Mail: Please send a check to the address listed above.

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] immediately to discuss a payment arrangement.

Sincerely,

[Your Name/Department]
[Your Title]