

Date: [Insert Date]

Subject: URGENT: Notice of Impending Subscription Suspension

Dear [Customer Name],

We are writing to inform you that we have been unable to process the payment for your [Software Name] subscription. As a result, your account is currently past due.

Account Details:

Subscription Plan: [Plan Name]

Outstanding Balance: [Amount Due]

Due Date: [Original Due Date]

Please be advised that if payment is not received by [Suspension Date], your access to the software and all associated data will be suspended. To avoid any interruption in service, please update your billing information and settle the balance immediately through your account dashboard.

How to resolve this:

1. Log in to your account at [Link to Login].
2. Navigate to the "Billing" or "Subscription" section.
3. Update your payment method or click "Pay Now."

If you have already made this payment, please disregard this notice as it may take up to 24 hours for our system to update.

If you are experiencing technical difficulties or have questions regarding your invoice, please contact our support team at [Support Email/Phone Number].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Company Name]

[Billing Department]