

[Date]

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

Subject: Urgent: Account Suspension Notice - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that your account with [Company Name] has been suspended effective immediately due to an unpaid balance of \$[Total Amount Overdue].

We value your business and would like to help you restore your services. We understand that financial difficulties can occur, which is why we are offering a formal payment plan to help you clear your outstanding balance.

Proposed Payment Plan:

- Initial Down Payment: \$[Amount] due by [Date]
- Installment 1: \$[Amount] due by [Date]
- Installment 2: \$[Amount] due by [Date]
- Installment 3: \$[Amount] due by [Date]

Once the initial down payment is received and this agreement is signed, we will reactivate your account access. Please note that failure to meet the scheduled payments will result in permanent account closure and the balance being referred to a collection agency.

To accept this offer or to discuss alternative arrangements, please contact our Billing Department at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]