

Date: [Insert Date]

Subject: URGENT: Notice of Account Delinquency and Impending Service Suspension

Dear [Customer Name],

This letter is to formally notify you that your account [Account Number] is currently past due. Our records indicate an outstanding balance of [Total Amount Owed], which was due on [Original Due Date].

Despite previous reminders, we have not yet received your payment. As a result, your services are scheduled to be suspended on [**Suspension Date**] unless payment is received in full before that time.

Account Details:

- Current Balance: [Amount]
- Late Fees: [Amount]
- Total Outstanding: [Total Amount]

To avoid any interruption to your service, please make a payment immediately via one of the following methods:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- Mail: [Mailing Address]

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our billing department at [Phone Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

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