

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: NOTICE OF DEFAULT AND INTENT TO SUSPEND SERVICE

Dear [Customer Name],

This letter serves as formal notice that your account is currently in default due to non-payment. According to our records, your balance of **[\$[Amount Due]** is past due as of [Date].

Despite previous reminders, we have not received the required payment. Please be advised that if the outstanding balance is not paid in full by **[Deadline Date]**, your services will be suspended immediately.

Account Details:

- Account Number: [Account Number]
- Total Amount Overdue: **[\$[Amount Due]**
- Original Due Date: [Date]

To prevent the interruption of your service, please submit your payment through one of the following methods:

- Online via our portal: [URL]
- By phone: [Phone Number]
- By mail to: [Mailing Address]

Please note that if service is suspended, a reconnection fee of **[\$[Fee Amount]** may be required to restore your access once the balance is settled.

If you have already sent your payment, please disregard this notice. If you have any questions regarding your account or wish to discuss a payment plan, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]