

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: FINAL NOTICE - URGENT: NOTICE OF UPCOMING SERVICE SUSPENSION

Account Number: [Account Number]
Outstanding Balance: [Total Amount Due]

Dear [Customer Name],

This is a final formal notification regarding the overdue balance on your account. Despite our previous reminders, we have not yet received payment for the amount of [Total Amount Due], which was originally due on [Original Due Date].

Please be advised that if payment is not received in full or a formal payment arrangement is not made by [**Suspension Date**], your [Type of Service] will be suspended immediately without further notice.

To avoid the disconnection of your services and any associated reconnection fees, please make a payment using one of the following methods:

- Online: [Website Link]
- Phone: [Phone Number]
- Mail: [Payment Address]

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact our billing department immediately at [Phone Number].

We value your business and hope to resolve this matter promptly to ensure your service continues uninterrupted.

Sincerely,

[Your Name/Department Name]
[Your Company Name]