

[Date]

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

**Subject: NOTICE OF SERVICE SUSPENSION - Account #[Account Number]**

Dear [Customer Name],

We are writing to inform you that the grace period for your outstanding balance of \$[Amount Due] has expired. As we have not received payment for Invoice #[Invoice Number], your services have been officially suspended effective [Date].

To restore your service and avoid further action, please submit the full payment immediately. You can make a payment through the following methods:

- Online Portal: [Insert Link]
- Phone: [Insert Phone Number]
- Bank Transfer: [Insert Details]

Please note that a reconnection fee of \$[Amount] may be applied to your account once payment is processed. If payment is not received by [Final Cut-off Date], your account may be permanently closed and referred to a collection agency.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your bill, please contact our billing department immediately at [Phone Number/Email].

Sincerely,

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