

[Date]

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

Subject: NOTICE OF IMMEDIATE SERVICE SUSPENSION

Dear [Customer Name],

Please be advised that your services have been suspended effective immediately due to an outstanding unpaid balance on your account.

Account Details:

Account Number: [Account Number]
Total Amount Overdue: \$[Amount]
Last Payment Date: [Date]

Access to [List Services Suspended] has been deactivated. To restore your services, you must pay the total overdue balance in full immediately.

Payments can be made through the following methods:

- Online Portal: [Website URL]
- Phone: [Phone Number]
- In Person: [Address]

Please note that a reconnection fee of \$[Amount] may be applied to your account once payment is received. If payment is not received within [Number] days, your account may be referred to a collections agency.

If you have already made this payment, please disregard this notice or contact our billing department at [Phone Number] to provide proof of payment.

Sincerely,

[Your Name/Department]
[Company Name]