

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: INITIAL NOTICE OF SERVICE SUSPENSION

Dear [Customer Name],

This letter serves as a formal notification regarding the status of your account: [Account Number].

Our records indicate that your account is currently past due with an outstanding balance of \$[Amount]. Despite previous reminders, we have not received payment for the invoice(s) listed below:

- Invoice #[Number] - Due Date: [Date]
- Invoice #[Number] - Due Date: [Date]

Please be advised that if payment is not received in full by [**Suspension Date**], your services will be temporarily suspended. To avoid any interruption in service, we request that you remit payment immediately.

Payments can be made via [Payment Method/Link]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or believe there is an error regarding your billing, please contact our billing department at [Phone Number] or [Email Address] before the suspension date to discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]