

**Date:** [Insert Date]

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

**Subject: Notice of Service Termination - Account #[Insert Account Number]**

Dear [Customer Name],

This letter serves as formal notification that your services with [Company Name] will be terminated effective **[Insert Termination Date]** due to an outstanding balance on your account.

Our records indicate that your account is currently past due by **[Insert Number of Days]** days, with a total outstanding balance of **[\$[Insert Amount]]**. Despite our previous payment reminders, we have not received the required payment.

To avoid the disconnection of your services, please settle the full balance no later than **[Insert Deadline Date]**. You can make a payment via the following methods:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- In-Person: [Insert Address if applicable]

Please note that if service is terminated, a reconnection fee of **[\$[Insert Fee Amount]]** may be required to restore your account once the balance is paid in full. Failure to settle this debt may also result in your account being referred to a third-party collection agency.

If you have already sent your payment, please disregard this notice. If you have questions regarding your balance or wish to discuss a payment plan, please contact our billing department immediately at [Insert Contact Number].

Sincerely,

[Your Name/Department]  
[Company Name]