

[Company Name]
[Billing Department]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: FINAL NOTICE - URGENT: Service Interruption Imminent

Dear [Customer Name],

Our records indicate that your account remains past due. Despite previous notifications, we have not received payment for the outstanding balance of \$[Amount].

Please be advised that if payment is not received in full by [Deadline Date], your [Service Type] service will be interrupted/disconnected.

Account Summary:

Account Number: [Account Number]
Total Past Due: \$[Amount]
Due Date to Avoid Disruption: [Deadline Date]

To prevent the interruption of your services and avoid potential reconnection fees, please make a payment immediately via one of the following methods:

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

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

Sincerely,

[Your Name/Department]
[Company Name]