

[Date]

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

RE: FINAL NOTICE PRIOR TO SERVICE SUSPENSION

Account Number: [Account Number]
Total Balance Overdue: [Amount Due]
Original Due Date: [Date]

Dear [Customer Name],

This is a formal warning regarding your overdue account balance. According to our records, your payment of [Amount Due] is now [Number] days past due.

Despite previous reminders, we have not yet received payment or a proposal for a payment plan. Please be advised that if the full balance is not settled by **[Deadline Date]**, we will be forced to take the following actions:

- Suspension of your services/account access.
- Referral of your account to a third-party debt collection agency.
- Possible reporting of this delinquency to credit bureaus.

To prevent the interruption of your service, please make a payment immediately via [Payment Method/Website Link] or call us at [Phone Number] to discuss your account.

If you have already sent your payment, please disregard this letter.

Sincerely,

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