

URGENT NOTICE: IMPENDING SERVICE SUSPENSION

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Dear [Customer Name],

This is an official notice to inform you that your services are scheduled for suspension on **[Insert Suspension Date]** due to an outstanding balance on your account.

Account Summary:

Past Due Amount: [Insert Amount]

Due Date: [Insert Original Due Date]

To avoid a disruption in service and a potential reconnection fee, please submit your payment immediately. You can make a payment via the following methods:

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

If payment has already been sent, please contact our billing department at [Insert Phone Number] or reply to this email with your transaction confirmation details so we can update your records.

Failure to settle the balance by the date mentioned above will result in the immediate disconnection of your [Insert Type of Service, e.g., Internet/Utility/Software] services.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Billing Department]

[Contact Information]