

Date: [Insert Date]

To:

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

Account Number: [Insert Account Number]

Contract Reference: [Insert Contract Name/Date]

Subject: NOTICE OF DEFAULTED TELECOMMUNICATIONS CONTRACT

Dear [Customer Name],

This letter serves as formal notice that you are in default of your telecommunications service contract with [Company Name].

As of the date of this letter, your account is past due in the amount of \$[Insert Amount]. This balance was due on [Insert Original Due Date]. Despite previous reminders, we have not received the required payment.

Required Action:

To remedy this default and avoid further action, you must pay the total outstanding balance of \$[Insert Amount] by [Insert Deadline Date].

Consequences of Non-Payment:

Failure to clear the outstanding balance by the deadline mentioned above may result in the following:

- Immediate suspension or permanent disconnection of all services.
- Termination of the service contract.
- Assessment of late fees and early termination charges as per your contract terms.
- Reporting of this default to national credit reporting agencies.
- Referral of your account to a third-party collection agency or legal counsel.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, please contact our Billing Department immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Department]
[Company Name]
[Company Phone Number]