

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

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

RE: NOTICE OF OUTSTANDING BALANCE

Account Number: [Account Number]
Service Address: [Former Service Address]
Cancellation Date: [Date of Cancellation]

Dear [Customer Name],

This letter is a formal notification regarding an outstanding balance on your closed telecommunications account. Although your services were cancelled on [Date], our records indicate that a final balance remains unpaid.

Account Summary:

- Final Service Charges: \$[Amount]
- Unreturned Equipment Fees: \$[Amount]
- Early Termination Fees (if applicable): \$[Amount]
- Late Fees: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please remit the total payment by [Due Date] to avoid further collection actions or potential reporting to credit bureaus.

Payment Options:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Please send a check or money order payable to [Company Name] to the address listed at the top of this letter.

If you have already made this payment, please disregard this notice. If you believe this balance is in error or if you have already returned the equipment listed above, please contact our Billing Department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Company Name]