

**Date:** [Insert Date]

**Subject:** URGENT: Notice of Pending Account Suspension - Account Number [Insert Account Number]

Dear [Customer Name],

This is a formal notification regarding your telecommunications account with [Company Name]. Our records indicate that your account is currently past due with an outstanding balance of [Insert Amount].

Despite previous reminders, we have not received payment for the overdue amount. As a result, your services are scheduled for suspension on **[Insert Suspension Date]** if payment is not settled immediately.

**To avoid interruption of your phone and internet services, please perform one of the following actions:**

- Pay online via our portal at: [Insert Website URL]
- Call our automated payment line at: [Insert Phone Number]
- Visit a local branch or authorized payment center.

If you have recently made a payment, please disregard this notice as it may take up to 48 hours for our records to update. If you are experiencing financial difficulties, please contact our billing department at [Insert Support Number] to discuss potential payment arrangements.

Failure to resolve this balance will result in the loss of service and may incur a reconnection fee of [Insert Fee Amount] once the account is reactivated.

Sincerely,

[Sender Name/Department]

[Company Name]

[Company Contact Information]