

URGENT: FINAL NOTICE REGARDING YOUR MOBILE SERVICE ACCOUNT

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

City, State, Zip: [City, State, Zip]

Account Number: [Insert Account Number]

Past Due Amount: \$[Insert Amount]

Due Date: [Insert Date]

Dear [Customer Name],

Our records indicate that your mobile service account is severely past due. Despite previous reminders, we have not received the outstanding balance of \$[Insert Amount].

Please be advised that this is an **Urgent Notice**. Failure to settle this balance immediately will result in the following actions:

- Immediate suspension of your mobile services.
- Loss of your phone number.
- Referral of your account to an external collection agency.
- Reporting of this delinquency to national credit bureaus, which may impact your credit score.

To avoid these consequences, please make a payment immediately via one of the following methods:

- Online: [Insert Website Link]
- Phone: [Insert Phone Number]
- In-Person: [Insert Address or Store Location]

If you have already made this payment, please disregard this letter. If you are experiencing financial hardship, please contact our billing department at [Insert Phone Number] immediately to discuss a payment plan.

Sincerely,

[Sender Name/Department]

[Company Name]

[Contact Information]