

Date: [Insert Date]

Subject: Urgent: Notice of Service Suspension - Account #[Insert Account Number]

Dear [Customer Name],

This letter is to formally notify you that your services with [Company Name] will be suspended on [Suspension Date] due to an outstanding balance on your account.

Our records indicate that your account is currently past due in the amount of \$[Amount Owed]. Despite previous reminders, we have not yet received payment for invoice(s) #[Invoice Numbers].

To avoid a disruption in service, please submit your payment in full by [Deadline Date].

Payment Options:

- Online: [Insert Website Link]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address]

Please note that once service is suspended, a reconnection fee of \$[Fee Amount] may apply to reactivate your account.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error, please contact our billing department immediately at [Contact Number] to discuss payment arrangements.

Sincerely,

[Your Name]

[Your Title]

[Company Name]