

Subject: Important: Temporary Service Hold - [Account Number]

Dear [Client Name],

This letter is to inform you that we are placing a temporary hold on your services effective [Date], due to an outstanding balance on your account.

Our records indicate that the following invoice(s) remain unpaid:

- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]

Total Outstanding Balance: [Total Amount]

To avoid further disruption and to reactivate your services, please settle the outstanding balance immediately. You can make a payment via [Payment Method/Link].

Once payment is confirmed, your services will be restored within [Number] hours.

If you have already sent your payment, please disregard this notice. If you believe there is an error or need to discuss a payment plan, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Company Name]