

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Insert Account Number]

SUBJECT: FINAL NOTICE - NOTICE OF ACCOUNT SUSPENSION

Dear [Customer Name],

This is a formal notice regarding your outstanding balance of **\$[Insert Amount]**, which is now [Insert Number] days overdue. Despite our previous attempts to contact you, we have not received payment or a response regarding your account.

Please be advised that this is your **final notice**. If full payment is not received by **[Insert Deadline Date]**, we will take the following actions:

- Immediate suspension of your account and services.
- Transfer of your file to a third-party debt collection agency.
- Reporting of this delinquency to credit bureaus.

How to Pay:

You can settle your balance immediately via: [Insert Payment Method/Link]

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties and wish to discuss a payment plan, you must contact our billing department at [Insert Phone Number] before the deadline mentioned above.

We value your business and hope to resolve this matter before service interruption becomes necessary.

Sincerely,

[Your Name/Company Name]

[Your Department]

[Your Contact Information]