

URGENT: LETTER OF ULTIMATE DEMAND PRIOR TO SERVICE SUSPENSION

Date: [Insert Date]

To: [Customer Name]
[Customer Address]
[City, State, Postcode]

Account Number: [Insert Account Number]

Total Overdue Amount: [Insert Amount]

Dear [Customer Name],

Our records indicate that your account remains significantly overdue despite previous reminders. This is a formal Letter of Ultimate Demand regarding the outstanding balance of [Insert Amount].

Please be advised that unless payment is received in full within [Insert Number, e.g., 48] hours of the date of this letter, we will take the following actions:

- Immediate suspension of all services associated with your account.
- Referral of your account to an external debt collection agency.
- Reporting of this default to relevant credit reporting bureaus.

If services are suspended, a reconnection fee of [Insert Fee] may apply once the balance is cleared. Suspension of service does not relieve you of the obligation to pay the outstanding debt.

Payment Methods:

[Insert Payment Instructions/Bank Details/Link]

If you have already made this payment within the last 24 hours, please disregard this notice and provide proof of payment to [Insert Email Address].

We urge you to resolve this matter immediately to avoid the loss of service and potential impact on your credit rating.

Sincerely,

[Your Name/Department]
[Company Name]
[Contact Phone Number]