

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Total Amount Overdue: [Insert Amount]

URGENT: FINAL DEMAND AND NOTICE OF PENDING SERVICE SUSPENSION

Dear [Insert Customer Name],

Our records indicate that your account remains significantly past due. Despite previous reminders, we have not received payment for the outstanding balance of **[Insert Amount]**.

Please be advised that this is a **Final Demand** for payment. You are required to settle the full balance immediately to maintain your services.

Failure to provide payment by [Insert Deadline Date] will result in the following actions:

- Immediate suspension of your service(s).
- A reconnection fee of [Insert Fee] to restore service after payment is received.
- The transfer of your account to an external collection agency.
- Potential impact on your credit rating.

If you have already made this payment within the last 24 hours, please disregard this notice. Otherwise, please use the following methods to pay immediately:

[Insert Payment Methods/Link]

If you are experiencing financial hardship or wish to discuss a payment plan, you must contact our billing department at [Insert Phone Number] before the deadline mentioned above.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]