

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

**Subject: Notice of Expired Payment Plan and Electronic Funds Transfer (EFT)
Termination**

Dear [Customer Name],

This letter is to formally notify you that your current payment plan for Account Number [Account Number] expired on [Expiration Date].

As a result of this expiration, the automatic Electronic Funds Transfer (EFT) authorization associated with this plan has been deactivated. No further automatic withdrawals will be made from your bank account ending in [Last 4 Digits of Account].

Current Status Summary:

- Remaining Balance: \$[Amount]
- Last Payment Date: [Date]
- Plan Expiration Date: [Date]

To avoid any disruption in service or potential late fees, please contact us immediately to establish a new payment arrangement or to pay the remaining balance in full. You may make a payment through our online portal, by phone, or by mail.

If you believe this notice has been sent in error, or if you have already renewed your plan, please contact our billing department at [Phone Number] between [Hours of Operation].

Sincerely,

[Sender Name/Signature]
[Title]
[Company Name]