

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED PAYMENT AND ACCOUNT SUSPENSION

Dear [Customer Name],

This letter is to formally notify you that the payment submitted on [Payment Date] in the amount of \$[Amount] has been returned by your financial institution marked as [Reason: e.g., Non-Sufficient Funds / Account Closed].

As a result of this dishonored payment, your account [Account Number] has been suspended effective immediately. To restore your services and bring your account back into good standing, the following balance must be paid:

- Returned Payment Amount: \$[Amount]
- Returned Item Fee: \$[Fee Amount]
- Late Fees (if applicable): \$[Fee Amount]
- **Total Amount Due: \$[Total Amount]**

Please provide payment in full by [Due Date]. To ensure immediate reactivation, we require payment to be made via [Accepted Payment Methods: e.g., Credit Card, Cashier's Check, or Online Portal].

Failure to settle this balance by the date mentioned above may result in your account being referred to an external collection agency and further legal action.

If you have already sent this payment, please contact our billing department at [Phone Number] immediately to provide proof of payment and resolve the suspension.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Email/Phone]