

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Reference: Notice of Insufficient Funds and Immediate Account Suspension

Dear [Customer Name],

This letter is to formally notify you that we have received notice of insufficient funds (NSF) regarding your recent payment attempt of \$[Amount] on [Date of Transaction].

As a result of this failed payment, your account has been **suspended effective immediately**. Access to our services/products will remain restricted until the outstanding balance and any associated fees are paid in full.

Account Summary:

- Unpaid Balance: \$[Amount]
- NSF Processing Fee: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

To reactivate your account, please submit payment via [Accepted Payment Methods, e.g., Credit Card or Certified Check] by [Due Date].

If you believe this notice has been sent in error, or if you have already sent a replacement payment, please contact our billing department at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]