

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Layaway Contract Termination and Balance Due

Dear [Customer Name],

This letter is to formally notify you regarding your layaway agreement for the following item(s):

Order Number: [Order Number]

Item Description: [Description of Goods]

According to our records, your layaway contract is scheduled to expire on [Expiration Date]. As of today, your account shows the following balance:

Total Purchase Price: \$[Total Amount]

Amount Paid to Date: \$[Amount Paid]

Remaining Balance Due: \$[Balance Due]

To complete this purchase and receive your items, please pay the remaining balance of \$[Balance Due] by [Final Deadline Date].

If payment is not received by the deadline mentioned above, your layaway contract will be terminated. Per our store policy:

- The items will be returned to store inventory for resale.
- Payments made may be subject to a cancellation fee of \$[Fee Amount].
- [Choose one: Any remaining credit will be issued as store credit / A refund will be issued for the remaining balance].

Please contact us at [Phone Number] or visit our store at [Store Address] if you wish to make a payment or discuss this matter further.

Sincerely,

[Your Name/Company Name]

[Store Title]

[Contact Information]