

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Insert Account Number]

Subject: Notice of Insufficient Funds and Account Suspension

Dear [Customer Name],

This letter is to inform you that we recently attempted to process a payment in the amount of [Insert Amount] on [Insert Date]. However, the transaction was declined by your financial institution due to insufficient funds.

As a result of this failed payment, your account has been temporarily suspended effective immediately. To restore your services and avoid any further penalties or permanent closure of your account, we require the following:

- Payment of the past due balance: [Insert Amount]
- Payment of a returned check/NSF fee: [Insert Fee Amount]
- Update of your payment method information (if applicable).

Please remit the total outstanding balance of [Insert Total Amount] by [Insert Deadline Date] to reactivate your account. You can make a payment through our online portal, by phone at [Insert Phone Number], or by visiting our office.

If you believe this notice has been sent in error, or if you have already made the payment, please contact our billing department as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Department]

[Your Contact Information]