[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Service Suspension Due to Non-Payment**

Dear [Recipient’s Name],

We are writing to inform you that due to non-payment of the outstanding balance on your account, we are suspending services effective [DATE], as per the terms outlined in our agreement.

**Outstanding Balance Details**

* **Invoice Number(s)**: [INVOICE NUMBER(S)]
* **Total Amount Due**: [AMOUNT DUE]
* **Original Due Date**: [DUE DATE]

**Next Steps to Restore Services**

To avoid continued suspension of services and to restore access, please remit the outstanding payment by [*Deadline, e.g., seven business days from the date of this notice*]. Payment can be made using the following details:

* **Payment Method**: [*e.g., Bank Transfer, Credit Card*]
* **Account Details**: [*Account Number, Sort Code, etc.*]
* **Reference**: [*Invoice Number or Account Name*]

If payment has already been made, please provide confirmation, including proof of payment, so we can promptly review and update your account.

For any questions or concerns, please direct them to [Name, Title], at [Email Address/Phone Number].

We value your business and hope to resolve this matter quickly to avoid further disruption.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]