

# Account Closure Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a reminder that your account with us is scheduled for closure due to unresolved payment issues.

As of [date], there are outstanding payments totaling [amount]. We urge you to address these issues promptly to avoid the closure of your account.

If you have already made the payment, please disregard this notice. Otherwise, we kindly ask you to contact us at [contact information] to discuss your account status.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Company Name]