

# Account Hold Notification

Dear [Customer's Name],

We are writing to inform you that your account has been placed on hold due to an overdue balance of [amount]. This action was taken on [date] as our records indicate that your payment, which was due on [due date], has not been received.

To restore your account to good standing, please make the necessary payment as soon as possible. You can settle your balance through [payment methods]. If you have already made your payment, please disregard this notice.

If you have any questions or need assistance, feel free to contact us at [contact information]. We appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]