

Account Service Interruption Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Account Holder: [Account Holder Name]

Account Number: [Account Number]

Dear [Account Holder Name],

We are writing to inform you that your account has entered a state of service interruption due to financial delinquency. As of [insert date of delinquency], your account balance remains overdue in the amount of [insert overdue amount].

Please take immediate action to resolve this matter to avoid further service interruption or additional penalties. You can make your payment online at [insert payment link] or contact our customer service at [insert phone number] for assistance.

We value your business and hope to resolve this matter promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]