

Account Shutdown Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that due to noncompliance with payment obligations for your account (Account Number: [Account Number]), we have initiated the process for account shutdown.

Your account will be suspended as of [Date] unless the outstanding balance of [Amount] is cleared by that date.

To avoid further action, please make the necessary payment at your earliest convenience. If you have already made the payment, please disregard this notice.

If you have any questions or would like to discuss your account, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]