

# Account Termination Warning

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Dear [Customer Name],

We are writing to inform you that your account with us is currently in arrears due to non-payment. Our records indicate that your last payment was received on [insert date of last payment], and your current outstanding balance is [insert amount].

As per our policy, we must receive full payment by [insert final payment date] to avoid termination of your account. If we do not receive payment by this date, your account will be subjected to termination, and services will be discontinued.

Please take this matter seriously to avoid any disruption of service. If you have already made a payment, please disregard this notice. Should you require any clarification, please feel free to contact us at [insert contact information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Company Name]

[Your Title]

[Your Company Contact Information]