

# Notice of Non-Payment Consequences

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip]

Dear [Recipient Name],

We are writing to inform you about the consequences of non-payment related to your account [Account Number]. As of today, you have an outstanding balance of [Amount Due], which is now [Number of Days] days overdue.

Please be aware that continued non-payment will result in:

- A negative impact on your credit score
- Potential collection actions
- Additional fees or interest charges

We encourage you to address this matter as soon as possible to avoid these consequences. Please contact us at [Customer Service Phone Number] or [Customer Service Email] to discuss your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]