

Payment Default Notification

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that we have not received your payment for invoice #[Invoice Number] that was due on [Due Date]. As of today, your account has an outstanding balance of [Amount].

Please be aware that continued non-payment may result in the following implications on your services:

- Suspension of services related to your account.
- Additional late fees added to your owed amount.
- Potential transfer of your account to a collections agency.

We strongly encourage you to address this matter promptly to avoid further complications. If you have already sent your payment, please disregard this notice. Otherwise, please contact us at your earliest convenience to discuss payment arrangements.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]