

# Telecom Outstanding Balance Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This is a reminder that your account with us has an outstanding balance of [Insert Amount].

Account Number: [Insert Account Number]

Due Date: [Insert Due Date]

Please ensure that the payment is made by the due date to avoid any service interruptions. You can make your payment through our website or by contacting our customer service team.

If you have already made your payment, please disregard this notice.

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

Customer Service Team

Contact Information: [Insert Contact Information]