

Underpayment Notification

Dear [Customer Name],

We are writing to inform you that we have detected an underpayment in your recent telecom billing statement dated [Billing Date]. Our records indicate that the amount due was [Total Amount Due], and we have only received a payment of [Amount Received].

As a result, your current outstanding balance is [Outstanding Balance]. Please ensure that the payment is made by [Payment Due Date] to avoid any interruptions in your service.

If you have any questions or require further assistance, please feel free to 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 Name]

[Your Position]

[Company Name]

[Company Contact Information]