

Final Notice for Unpaid Telecom Bills

Date: [Insert Date]

To,

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. This is a final notice regarding your unpaid telecom bill for account number [Account Number]. As of today, the outstanding balance is [Amount Due], which has been overdue since [Due Date].

We understand that oversights can happen; however, we want to remind you that it is important to settle this account to avoid interruptions in your service. Please make the payment by [Final Payment Date] to prevent any late fees or suspension of services.

You can make your payment through the following methods:

- Online through our website
- By phone at [Customer Service Phone Number]
- In person at any of our locations

If you believe there has been an error, or if you require assistance, please contact our customer service team immediately at [Customer Service Phone Number].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]