

Account Arrears Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your account with [Telecom Company Name] has an outstanding balance of [Amount Due]. This amount was due on [Due Date].

Details of your account are as follows:

- Account Number: [Account Number]
- Outstanding Amount: [Amount Due]
- Due Date: [Due Date]

Please make the payment by [New Due Date] to avoid any service interruptions. We value you as our customer and would like to help you resolve this matter promptly.

If you have already made the payment, please disregard this notice. If you have any questions or concerns, feel free to contact our customer service at [Customer Service Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Telecom Company Name]
[Contact Information]