

Service Suspension Warning

Date: [Date]

Account Holder: [Customer Name]

Account Number: [Account Number]

Service Address: [Service Address]

Dear [Customer Name],

We hope this message finds you well. This letter serves as a formal warning regarding the suspension of your telecom services due to an outstanding balance on your account.

As of [Last Payment Date], your account shows an outstanding amount of [Amount Due]. Please be advised that if the balance remains unpaid by [Final Payment Date], we will have no choice but to suspend your services until the account is brought current.

To avoid interruption of service, we encourage you to remit payment by the specified date. Payments can be made through our website, via phone, or by visiting one of our retail locations.

If you have already made your payment or believe there is an error, please contact our customer service department at [Customer Service Phone Number] or [Customer Service Email] at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]