

Service Suspension Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. This letter is to inform you that due to unresolved billing issues related to your account #[Account Number], we have had to temporarily suspend your services effective immediately.

We value you as a customer and would like to resolve this matter as quickly as possible. Please review your billing statements and contact our billing department at [Billing Department Phone Number] or [Billing Department Email] to discuss any discrepancies.

Please note that services will be reinstated once the billing issues have been resolved and any outstanding payments have been made. We appreciate your prompt attention to this matter.

If you have already made a payment or believe this suspension is in error, please reach out to us at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]