

# Service Disruption Notice

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your account has an outstanding balance of **[\$Amount]** that remains unpaid. Despite our previous reminders, we have not yet received payment.

As a result, we regret to inform you that your service will be disrupted effective from **[Date]** if the balance is not settled within **[Number of Days]**.

Please make your payment as soon as possible to avoid any interruption in service. You can make your payment through **[Payment Methods]**.

If you have already made the payment, please disregard this notice. For any questions or assistance, feel free to contact our customer support at **[Customer Support Contact Details]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Contact Information]