

Account Suspension Reminder

Dear [Customer Name],

We hope this message finds you well. We would like to remind you that your account is at risk of suspension due to outstanding billing issues.

As of [Date], we have not received payment for the following invoice(s):

- Invoice Number: [Invoice Number 1] - Amount: [Amount] - Due Date: [Due Date]
- Invoice Number: [Invoice Number 2] - Amount: [Amount] - Due Date: [Due Date]

Please make the payment by [Final Due Date] to avoid any interruption in service.

If you have already made the payment or believe this is an error, please contact our billing department at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]