

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Account Termination - Account #[Account Number]

Dear [Customer Name],

This letter serves as formal notification that your account with [Company Name] is being terminated effective [Termination Date] due to unresolved delinquency.

Despite our previous notices dated [Date of First Notice] and [Date of Second Notice] regarding your past-due balance, we have not received the required payment or a response to settle the outstanding amount.

Account Summary:

- Outstanding Balance: \$[Amount]
- Days Past Due: [Number]

As a result of this termination:

- Your access to [Services/Products] will be discontinued immediately.
- Any recurring billing or subscriptions associated with this account have been canceled.
- Your account may be referred to an external collection agency if payment is not received within [Number] days.

To prevent further collection actions, please remit the full balance of \$[Amount] by [Final Payment Deadline] via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. For questions regarding this matter, you may contact our Billing Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]