Date: [Insert Date]

Subject: URGENT: Notice of Impending Account Suspension - Past Due Premium

Dear [Customer Name],

This letter is to inform you that your account is currently past due. Our records indicate that we have not received the premium payment for your policy/subscription [Policy/Account Number].

Payment Details:
Amount Due: [Insert Amount]
Original Due Date: [Insert Date]

Please be advised that if payment is not received by [Suspension Date], your account will be suspended. A suspension may result in a loss of coverage, service interruptions, and potential late fees or reinstatement penalties.

If you have already sent your payment, please disregard this notice. Otherwise, please use one of the following methods to settle your balance immediately:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address]

If you are experiencing financial difficulties or believe there is an error with your billing, please contact our billing department at [Insert Phone Number] as soon as possible to discuss available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]
[Company Name]
[Department Name]