

[Date]

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

Subject: NOTICE OF PENDING CANCELLATION - [Account/Policy Number]

Dear [Customer Name],

This letter is to inform you that your [Subscription/Service/Policy] is currently at risk of cancellation due to [Reason, e.g., non-payment/expiration].

According to our records, we have not received payment for invoice #[Invoice Number], which was due on [Due Date]. The current outstanding balance is \$[Amount].

To prevent the interruption of your services, please submit your payment by [Deadline Date]. You can make a payment through the following methods:

- Online via our website: [Link]
- By phone: [Phone Number]
- By mail: [Billing Address]

If payment is not received by [Deadline Date], your account will be officially canceled on [Cancellation Date]. Please note that cancellation may result in [Loss of benefits/Reactivation fees/Loss of coverage].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe this notice is in error, please contact our support team immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Department Name]
[Contact Information]