

Date: [Insert Date]

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

Subject: NOTICE OF ACCOUNT SUSPENSION AND IMPENDING LAPSE

Dear [Customer Name],

This letter is to formally notify you that your account with [Company Name], associated with account number [Account Number], has been suspended effective immediately due to non-payment of outstanding balances.

Our records indicate that an amount of \$[Amount Owed] is currently overdue. Despite previous reminders, we have not received the required payment.

Immediate Action Required:

To restore your services and prevent a permanent account lapse, please submit payment by [Final Deadline Date]. You can make a payment through the following methods:

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

Consequences of Lapse:

If payment is not received by [Final Deadline Date], your account will officially lapse. This will result in:

- Permanent termination of services.
- Loss of all saved data and configurations.
- Potential referral of the unpaid balance to a collections agency.
- Additional reconnection fees should you choose to restart services in the future.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our billing department at [Insert Phone Number] before the deadline.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]
[Title/Department]
[Company Name]