

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

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

Dear [Customer Name],

This letter serves as formal notice that your [Service/Policy/Subscription] with [Your Company Name] will be cancelled effective [Cancellation Date] due to non-payment.

Our records indicate that your account is currently past due in the amount of \$[Total Amount Owed]. This balance includes the following overdue invoices:

- Invoice #[Invoice Number] - [Due Date] - \$[Amount]
- Invoice #[Invoice Number] - [Due Date] - \$[Amount]

To avoid cancellation and maintain your services without interruption, we must receive full payment no later than [Final Deadline Date].

How to Pay:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- Mail: [Mailing Address for Checks]

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name/Department]
[Your Company Name]