

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Initial Warning of Withdrawal for Non-Payment**

Dear [Client Name],

This letter is to formally notify you that your account is currently past due. According to our records, the following invoice(s) remain unpaid:

- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]

Total Outstanding Balance: [Total Amount]

Despite previous reminders, we have not received payment or a proposal for a payment plan. Please be advised that if payment is not received in full by [Deadline Date], we will be forced to initiate the formal process of withdrawing our services and terminating our agreement.

To avoid the disruption of services, please remit payment immediately via [Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties and wish to discuss a payment arrangement, please contact us at [Phone Number] or [Email Address] before the deadline mentioned above.

We value your business and hope to resolve this matter promptly.

Sincerely,

[Your Name/Signature]  
[Your Title]