

[Your Company Letterhead]

[Date]

[Client Name]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

[City, State, Zip Code]

Subject: Notice of Service Termination for Non-Payment

Dear [Client Name],

We value our business relationship and have appreciated the opportunity to serve your company. However, our records indicate that payment for the following invoice(s) remains outstanding:

- Invoice Number: [Invoice Number], Issued on: [Date], Amount Due: \$[Amount]

As of today, the total amount due is **\$[Total Amount Due]**. Despite previous reminders, we have not received payment, and the outstanding balance is now [Number of Days Late] days past due.

Please be advised that, per the terms of our agreement, we must suspend all services effective **[Service Termination Date]** unless payment in full is received by **[Final Payment Deadline Date]**.

We sincerely hope to avoid this disruption and encourage you to remit payment or contact us immediately to discuss your account and potential payment arrangements.

Should payment not be received by the date specified above, all services will be terminated, and your account may be referred to our collections department for further action.

If you have already sent payment or need to discuss your balance, please contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]