Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

We value your concern to be associated with our organization and do quality business. Before proceeding you must have been handed our manual and terms of policy for different services. It is brought to our notice that there is a huge amount due on your side. Our customer representatives are continuously calling you to solve this issue politely, but you are either ignoring or declining their calls entirely.

Therefore, we are left with no other option than to suspend your account by 30th of this month if we won't hear anything from you by then. If you want further information on this matter and want to speak with our customer service providers, you may visit us during the official 9:00 am to 5:00 pm hours. We guarantee that we will assist you to our fullest to sort this serious matter in the most convenient way possible.

Sincerely,

Your Name

Title