

Professional Client Termination Email for Non-Payment

Subject: Termination of Services Due to Non-Payment

Dear [Client Name],

Despite our repeated reminders, your account remains overdue as of [Date]. As a result, we are compelled to terminate our services, effective [Termination Date].

We kindly request that all outstanding balances be cleared immediately. If you wish to discuss this matter further, please contact our accounts department.

Thank you for your understanding.

Best regards,

[Your Name]

[Position]

[Company Name]

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