

Terms of Business - Service Suspension Warning (Serious)

Subject: URGENT - Terms of Business Compliance Notice

Dear [Client Name],

Account Reference: [number]

We are writing regarding serious concerns about compliance with our Terms of Business governing your account.

ISSUES IDENTIFIED

Our records indicate the following breaches:

- Outstanding invoices totaling [amount] overdue by [number] days
- Failure to provide required documentation requested on [dates]
- [Other specific breaches]

CONSEQUENCES OF NON-COMPLIANCE

Per Section [X] of our Terms of Business dated [date], continued non-compliance may result in:

- Immediate suspension of services
- Termination of our agreement
- Referral to collection agencies
- Legal action to recover outstanding amounts
- Reporting to credit reference agencies

REQUIRED ACTIONS

To avoid service suspension, you must:

1. Pay all outstanding amounts by [specific date]
2. Provide required documentation by [specific date]
3. Contact us immediately to discuss a resolution plan

We value our relationship and prefer to resolve this matter amicably. Please contact [name] at [contact details] no later than [date] to discuss your situation.

Failure to respond or remedy these issues by [final deadline date] will result in immediate service

suspension without further notice.

This letter constitutes formal notice under our Terms of Business.

Yours sincerely,

[Name]

[Title]

[Company Name]

[Date]

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