

Customer Service Termination Notice Form

This **customer service termination notice form** is used to formally inform clients about the discontinuation of services due to non-payment. It ensures clear communication, outlining payment deadlines and consequences to avoid misunderstandings. Proper use of this notice helps maintain professionalism and legal compliance in service agreements.

Date of Notice:

To (Customer Name):

Account/Service Number:

Customer Address:

Outstanding Amount:

Payment Due Date:

Service(s) to be Terminated:

Termination Effective Date:

Important:

Your account has an outstanding balance of **[Amount]** which was due on **[Due Date]**. Please note that if payment is not received by the termination effective date, your services as listed above will be discontinued. If you believe this notice is in error or you have already made payment, contact our office immediately.

Authorized Signature:

Print Name:

Date:

If you have any questions or concerns, please contact our customer service team at [Contact Phone] or [Contact Email].
Thank you for your attention to this matter.