

**Account cancellation letter due to non-payment** [delete this Title]

**[You're Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

We are sorry to inform you that your account has been cancelled due to non-payment. We have continuously been writing warning letters to you but did not get any response from you. In order to follow our rules and regulations, we cannot further be any lenient and hereby cancelling your account. Our service is still here for you 24/7. In the case you wish to resume your account, please contact us. We will surely be glad to be of service for you but the payment of pending due is the condition.

For further information, contact at your earliest on our toll-free number 00000000.

Sincerely,

**[You're Name]**

[Senders Title] -Optional-