**// If you have an online portal //**

Hi <first name>,

This is to inform that the credit for your account <account name> has been discontinued due to prolonged delinquency for amount totaling $<due amount>

This would impact all incoming and in-process orders.

To resume credit, please call customer service at <contact number> or make a payment using our portal



Attaching the invoice for your reference

 Thanks,

<Sender’s Name>

<Sender’s Position>