

**Subject: Urgent: Payment Reminder and Temporary Suspension of Services**

Dear Afreen,

We hope this email finds you well.

We are writing to bring to your attention the outstanding balance on your account for the dynamic website services we have provided. As of today, the payment for both the old balance and the new balance remains unpaid, despite our previous reminders and the clear terms outlined in the invoice.

As per our agreement and the terms specified in the invoice, payment was due within 7 days of receipt. Unfortunately, we have not received any payment from your end within this timeframe.

In order to maintain the integrity of our services and uphold our commitments to other clients, we must take action to address this situation. Therefore, unless the outstanding balance is settled within the next 24 hours, we will have no choice but to temporarily suspend your server services.

Please treat this matter with the urgency it requires, and feel free to reach out to me directly if you have any questions or need further assistance. We value your partnership and hope to resolve this issue amicably.

Thank you for your attention to this matter.  
Best regards,

Mishab  
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