

Advance Notice of Utility Service Cut-Off

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Dear [Customer's Name],

This letter serves as an advance notice regarding the upcoming cut-off of your utility service. Due to [reason for cut-off, e.g., non-payment, scheduled maintenance], your service will be suspended on [cut-off date].

To avoid this interruption, we encourage you to take immediate action by [provide details on how to resolve the issue, e.g., making a payment, contacting customer service].

If you have already addressed this matter, please disregard this notice. For any questions or concerns, feel free to contact our customer service team at [customer service phone number] or [customer service email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]