

Utility Disconnection Confirmation Letter

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm that your request for the disconnection of utility services has been scheduled as follows:

- **Service Type:** [Electricity/Water/Gas]
- **Scheduled Disconnection Date:** [Insert Date]
- **Account Number:** [Insert Account Number]

Please ensure that all payments are settled prior to the disconnection date to avoid any additional charges.

If you have any questions or require further assistance, feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Company Phone Number]