

Disconnection Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notification regarding the disconnection of your utility services due to overdue payments.

As of [Insert Due Date], your account has an outstanding balance of [Insert Amount]. Despite our previous reminders, we have not received payment and the amount remains unpaid.

Please be advised that unless we receive your payment by [Insert Final Payment Date], your services will be disconnected on [Insert Disconnection Date]. Reconnection after disconnection will incur an additional fee.

We encourage you to take immediate action to prevent disconnection. If you have already made payment, please disregard this notice. If you have any questions or wish to discuss payment options, contact our customer service at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]