

# Final Warning Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

This letter serves as a final warning regarding your utility service, account number [Account Number]. Our records indicate that your account is currently [insert details of unpaid balance, e.g., "overdue by 30 days"], totaling [insert amount owed].

Despite previous reminders, the outstanding balance has not been settled. If payment is not received by [insert final payment date], we will have no choice but to terminate your utility services, which may lead to additional fees and a disruption of service.

To avoid service termination, please make the payment by the specified date. For your convenience, payments can be made through [insert payment methods]. If you have already made this payment, please disregard this notice.

If you are experiencing financial difficulties, we encourage you to contact our customer service department at [insert phone number] or [insert email address] to discuss possible solutions.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]