

# Service Disconnection Notice

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Insert Customer Name],

We regret to inform you that your utility services will be disconnected due to [reason for disconnection, e.g., non-payment, request for termination]. This action is scheduled for [insert disconnection date].

To avoid disconnection, please ensure that your account is brought current by [insert deadline]. If you have already made a payment, please disregard this notice.

If you have any questions, please contact our customer service department at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Utility Provider Name]

[Title]

[Contact Information]