

# Electricity Disconnection Notice

Date: [Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Dear [Customer Name],

We regret to inform you that your electricity service will be disconnected on [Disconnection Date] due to non-payment of your account balance of [Outstanding Amount].

To avoid disconnection, please ensure that your payment is received by [Final Payment Date]. Payments can be made via [Payment Methods].

If you have already made a payment or believe this notice is in error, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Company Phone Number]

[Company Email]