

Energy Service Discontinuation Notice

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We regret to inform you that your energy service will be discontinued effective [Insert Date] due to [reason for discontinuation, e.g., non-payment, customer request, etc.].

Please take notice that any outstanding balance must be settled by the discontinuation date to avoid disruption. If you believe this notification has been sent in error or if you have any questions, please contact our customer service at [Insert Phone Number] or [Insert Email Address].

We appreciate your understanding in this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Company Phone Number]

[Your Company Email Address]