

Power Supply Cut-Off Warning

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter is to formally notify you that your power supply will be cut off on [Insert Date] due to [reason for cut-off, e.g., non-payment, maintenance work]. We advise you to take the necessary steps to prevent any inconvenience that may arise from this situation.

You can avoid the cut-off by ensuring that your account is settled by [Insert Deadline]. Failure to do so will result in the interruption of power services until the issue is resolved.

If you have already made the payment or believe this notice is in error, please contact us at [Insert Contact Information] immediately.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]