Disconnect Notice

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you that your telecommunications service will be disconnected on [Insert Disconnection Date]. This action is due to [reason for disconnection, e.g., non-payment, request for cancellation, etc.].

Please ensure that any outstanding balances are settled by the specified date to avoid any further complications. You can reach our customer service team at [Customer Service Phone Number] or [Customer Service Email] if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Company Phone Number]