

Tenant Announcement of Utility Disconnection

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that due to [reason for disconnection], the utility service for [specify utility: electricity, water, gas, etc.] will be disconnected on [disconnection date]. This action is necessary to [explain reason briefly, if applicable].

We understand that this may cause inconvenience, and we recommend that you make necessary arrangements. If you have any questions or require assistance, please feel free to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]