

Notice of Impending Utility Disconnection

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notification regarding the impending disconnection of your utilities at the above-mentioned address. Due to an outstanding balance, the utility services (electricity, water, gas) are scheduled to be disconnected on [insert disconnection date].

We strongly encourage you to address this matter promptly to avoid interruption of service. To prevent disconnection, please ensure that your account balance is paid in full by [insert deadline].

If you have any questions or if you believe this notice has been sent in error, please contact us as soon as possible at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Contact Information]