

# Important Notice: Utility Suspension Warning

Dear [Tenant's Name],

This letter serves as a formal warning regarding the impending suspension of your utility services at [Property Address]. Our records indicate that your utility payments have not been made for the past [number of months] months.

Please be advised that if the outstanding balance of [amount owed] is not paid by [due date], we will be forced to suspend your utility services. We encourage you to address this matter promptly to avoid any disruption to your services.

If you have already made the payment or wish to discuss your account, please contact our office immediately at [Contact Information].

We appreciate your attention to this urgent matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]