

Service Disconnection Notice

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We regret to inform you that your Cable TV service with us will be disconnected on [Insert Disconnection Date] due to [reason for disconnection, e.g., non-payment, request for disconnection, etc.].

Please ensure that all outstanding balances are settled by the above date to prevent further action.

If you have any questions or wish to discuss this matter, please contact our customer service at [Customer Service Phone Number] or [Email Address].

We appreciate your understanding and hope to serve you in the future.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]