

Service Disconnection Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Dear [Customer Name],

We regret to inform you that due to [reason for disconnection, e.g., non-payment, requested disconnection], your energy service will be disconnected as of [disconnection date].

Please be advised that outstanding payments of [amount due] must be settled to avoid interruption. You have the option to contact our customer service at [contact number] to discuss any payment arrangements or to address any questions regarding your account.

If payment is received by [final payment date], your service will not be interrupted. Please take immediate action to maintain your service.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Title]

[Company Contact Information]