

Service Disconnection Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your mobile service with [Company Name] will be disconnected on [Disconnection Date]. This action is being taken due to [reason for disconnection: e.g., non-payment, account closure request, etc.].

Please ensure that any outstanding balance is settled by the date mentioned above to avoid any interruption in service. If you have already made the payment, please disregard this notice.

If you believe this disconnection notice has been sent in error or if you have any questions, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email] as soon as possible.

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]