

# Service Disconnection Notice

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We regret to inform you that your phone line service with us, associated with account number [Insert Account Number], will be disconnected on [Insert Disconnection Date] due to [reason for disconnection, e.g., non-payment, requested service cancellation].

Please ensure that all outstanding balances are cleared before the disconnection date to avoid interruptions or additional fees. If you have any questions or wish to discuss this matter further, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]