

# Service Disconnection Notice

Date: [Insert Date]

To: [Subscriber's Name]

[Subscriber's Address]

Dear [Subscriber's Name],

We are writing to inform you that your subscription to [Service Name] is scheduled for disconnection due to [reason for disconnection, e.g., non-payment, account closure request]. This disconnection will take effect on [disconnection date].

If you believe this is in error, please contact our customer service department at [customer service number] or [customer service email] by [date before disconnection] to resolve the issue.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]