

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 your utility services will be disconnected on [Disconnection Date] due to non-payment of your account. Our records indicate that your payment of [Amount Due] was due on [Due Date].

Please be advised that if payment is not received by the above date, we will proceed with the disconnection of services. To avoid interruption of service, please make your payment as soon as possible.

If you believe this notice has been sent in error, or if you have already made the required payment, please contact our customer service department at [Customer Service Phone Number] immediately.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]