

# Service Disconnection Notice

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

This letter serves as a formal notice of disconnection of waste management services at your address due to non-payment of outstanding fees. As of today, your account with us is in arrears, and despite previous reminders, payment has not been received.

Please be advised that your waste collection service will be disconnected effective [Insert Disconnection Date]. We urge you to make the necessary payment of [Insert Amount] by [Insert Deadline] to avoid disconnection.

If payment is made within the specified time frame, services will continue without interruption. If you have already sent your payment, please disregard this notice.

For any queries or to discuss your account, please contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Waste Management Company Name]

[Company Contact Information]