

URGENT: Service Cut-Off Alert

Dear [Customer's Name],

We are writing to inform you of an urgent matter regarding your account with [Company Name]. Due to [reason for cut-off, e.g., non-payment, account verification], we regret to inform you that your service will be cut off on [cut-off date] unless immediate action is taken.

Please contact us at [phone number] or [email address] to resolve this issue as soon as possible. We value your business and hope to assist you in restoring your services.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]