

Notice of Electric Service Discontinuation

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. This letter serves as formal notification regarding the discontinuation of your electric service at [Service Address] due to [reason for discontinuation, e.g., non-payment, request for service termination, etc.].

Your electric service will be discontinued effective [Discontinuation Date]. Please note that you are responsible for all outstanding balances on your account prior to the service discontinuation. To avoid interruption, we encourage you to settle any outstanding amounts by the specified date.

If you believe that this discontinuation is in error or if you wish to discuss this matter further, please contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]