

Electricity Service Termination Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

This letter serves as a formal notice regarding the termination of your electricity service with [Utility Company Name], effective [Termination Date].

Despite our efforts to resolve the matter, your account balance of [Outstanding Amount] remains unpaid. Please be advised that your service will be disconnected on the date mentioned above if the outstanding balance is not cleared.

If you have already made the payment, please disregard this notice. If you have any questions or wish to discuss this matter further, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]

[Utility Company Phone Number]