

Final Notice of Account Termination

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

To: [Customer's Name]
[Customer's Address]
[City, State, Zip Code]

Dear [Customer's Name],

This letter serves as a final notice regarding the termination of your water service account with us, account number [Account Number]. Despite previous notifications concerning your outstanding balance of [Amount Due], we have not received your payment.

Your account will be terminated effective [Termination Date] unless payment is received by this date. Please be advised that after the termination, a reconnection fee will apply should you wish to reinstate your service.

To avoid interruption of service, we urge you to contact us immediately at [Customer Service Phone Number] or make your payment online at [Company Website].

If you have already made your payment, please disregard this notice.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Customer Service Phone Number]