

Water Service Termination Notice

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you that your water service at the above address will be terminated effective [Insert Termination Date]. This decision is due to [brief explanation of the reason, e.g., non-payment, violation of service terms, etc.].

Please note that you have the right to contest this termination. If you believe this decision is in error, please contact our office at [Insert Contact Information] within [Insert Time Frame] to discuss your account.

If payment is made before the termination date, we will gladly reinstate your water service. Please ensure that any outstanding balance is settled before the deadline.

We regret any inconvenience this may cause and appreciate your prompt attention to this matter.

Sincerely,

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Contact Information]