

# Water Utility Account Deactivation 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 utility account with us, under the account number [Account Number], has been deactivated as of [Deactivation Date]. This action was taken due to [reason for deactivation, e.g., request by customer, account inactivity, etc.].

If you believe this deactivation was in error or if you require further assistance, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email]. We are here to help.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Water Utility Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]