

Final Notice for Phone Service Disconnection

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Dear [Customer Name],

This is a final notice regarding the disconnection of your telephone service due to non-payment. As of today, your account shows an outstanding balance of [Amount Due], which has remained unpaid since [Due Date].

Please be informed that if the amount due is not settled by [Final Payment Deadline], your phone service will be disconnected on [Disconnection Date]. We understand that this is an inconvenience, and we encourage you to contact our customer service team at [Customer Service Phone Number] to discuss payment arrangements or any concerns you may have.

We value you as a customer and hope to continue serving you. Please take this notice seriously to avoid interruption of service.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]