

Final Notice of Utility Service Termination

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Customer's Name],

This letter serves as the final notice regarding the termination of your utility service due to non-payment. Our records indicate that your account, #[Account Number], has an outstanding balance of \$[Amount Owed], which has not been paid despite previous reminders.

Please be advised that if this balance is not settled by [Final Payment Date], your utility service will be terminated on [Termination Date]. Reinstatement of service will require full payment of the outstanding balance along with any associated fees.

We understand that financial difficulties can arise. If you are experiencing hardship, we encourage you to contact us immediately to discuss possible payment arrangements.

To avoid termination, please ensure that your payment is received by the stated deadline. Payments can be made via [Payment Methods].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Utility Company Name]

[Contact Information]