

Utility Service Discontinuation Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We regret to inform you that your utility service with [Utility Company Name] will be discontinued effective [Discontinuation Date] due to [reason for discontinuation, e.g., non-payment, request by customer, etc.].

If you believe this discontinuation is in error, or if you would like to discuss your account, please contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]