

# Rental Unit Disconnection Notification

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to inform you that your rental unit at [Rental Unit Address] will be disconnected effective [Effective Date]. This decision has been made due to [reason for disconnection, e.g., non-payment of rent, lease violation, etc.].

Please ensure that you vacate the premises before the effective date. Failure to comply may result in further action.

If you have any questions regarding this notice, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Property Management Name]

[Your Contact Information]