

Response to Utility Disconnection Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name/Specific Department],

I am writing in response to your notice dated [insert date of disconnection notice] regarding the disconnection of my utility service for account number [insert account number]. I understand the importance of timely payments and appreciate your notification.

Due to [insert reason for late payment or situation, if applicable], I was unable to make the payment on time. However, I have initiated the payment process, and the payment of [insert amount] will be made by [insert date].

Please let me know if there are any additional steps I need to take to prevent disconnection. I value the services provided by your company and wish to resolve this matter amicably.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]