

Utility Service Disconnection Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name/Customer Service Manager],

I am writing to formally appeal the disconnection of my utility service that occurred on [disconnection date]. My account number is [your account number]. The disconnection notice I received stated that my service would be disconnected due to [reason for disconnection].

I understand the importance of maintaining timely payments; however, [explain your situation-- e.g., unexpected financial hardship, billing error, etc.]. I am currently taking steps to address this issue, including [mention any actions taken, such as contacting support, setting up a payment plan, etc.].

Given these circumstances, I kindly request that you reconsider the disconnection of my utility service. I value your service and am committed to resolving this matter promptly.

Thank you for your understanding and assistance in this matter. I look forward to your positive response.

Sincerely,

[Your Name]