

Utility Service Termination Disagreement

[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],

I am writing to formally dispute the termination of my utility service account #[Account Number] which was scheduled for disconnection on [Disconnection Date]. I believe this action is unwarranted due to [briefly explain reason, e.g., billing discrepancies, previous payment made, etc.].

I request that you review my account and provide clarification regarding the reasons for this termination. Additionally, I would like to request a reinstatement of my service pending the resolution of this matter.

Please respond to this letter by [date], as I would like to resolve this issue promptly.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]