

# Notice of Discontinuation of Utility Service

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you that your utility service at the above address will be discontinued effective [Insert Discontinuation Date]. This action is being taken due to [reason for discontinuation, e.g., non-payment, request for service termination, etc.].

Please be advised that any outstanding balance must be settled by [Insert Due Date] to avoid further action. You may reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email] for any questions or to discuss your account.

We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]