

# Notice of Discontinuation of Utility Services

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we will be discontinuing your utility services effective [Insert Discontinuation Date]. This decision has been made due to [brief description of the reason, e.g., non-payment, request for cancellation, etc.].

Please ensure that all outstanding balances are cleared by the discontinuation date to avoid any further action. Should you have any questions or wish to discuss this matter, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

We appreciate your understanding and thank you for being part of our service.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]