

Notice of Utility Service Discontinuation

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your utility services will be discontinued effective [Discontinuation Date] due to [reason for discontinuation, e.g., non-payment of bills, violation of service terms, etc.].

Your account currently has an outstanding balance of [Insert Amount]. We encourage you to settle this balance before the discontinuation date to avoid interruption of service.

If you believe this notice has been sent in error or if you have any questions regarding your account, please contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Phone Number]

[Utility Company Address]