

Notification of Utility Contract Ending

Dear [Customer's Name],

We are writing to inform you that your utility contract with [Utility Company Name] is scheduled to end on [End Date].

Please ensure that all outstanding payments are settled by this date. Should you wish to continue your service, we encourage you to contact us to discuss new contract options.

Thank you for your business.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]