

# Important Notice: Service Interruption Warning

Date: [Insert Date]

Account Holder: [Insert Name]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Insert Name],

We hope this message finds you well. This letter serves as a formal notice regarding your utility account, which is currently overdue. As of today, your payment of [Insert Amount] is past due. Please note that failure to remit payment may result in the interruption of your utility services.

To avoid disruption, we kindly ask that you make the payment by [Insert Deadline Date]. You can make your payment via [Insert Payment Methods] or contact our customer service for assistance.

If you have already made your payment or believe this notice is in error, please contact us immediately to resolve the matter.

Thank you for your prompt attention to this important matter.

Sincerely,

[Utility Company Name]

[Contact Information]