Utility Disconnection Notice

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We regret to inform you that your utility service will be disconnected on [Insert Disconnection Date] due to the following reason(s):

- Outstanding Balance: $[Amount]
- Violation of Service Agreement
- Non-Compliance with Payment Arrangements

Please take this notice seriously and address the issues above to avoid disconnection. To avoid service disconnection, please make your payment by [Insert Payment Deadline].

For any questions or to discuss your account, please contact our customer service at [Customer Service Phone Number].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]