

# Utility Disconnection Notification

Dear [Customer's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the disconnection of your utility services.

Due to an outstanding balance of [amount] on your account, we regret to inform you that your utility services will be disconnected on [disconnection date]. To avoid service interruption, we kindly ask that you settle your account by this date.

If you have already made a payment, please disregard this notice. If you are experiencing financial difficulties, we encourage you to contact our customer service team at [phone number] or [email address] to discuss possible arrangements.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]