

# Disconnection Alert

Date: [Insert Date]

Account Holder: [Insert Account Holder Name]

Account Number: [Insert Account Number]

Utility Company: [Insert Utility Company Name]

Address: [Insert Utility Company Address]

Dear [Account Holder Name],

We are writing to inform you that your utility service with us is at risk of disconnection due to an overdue balance on your account. As of [Insert Date], your account shows an outstanding amount of [Insert Amount].

Please make a payment by [Insert Payment Deadline Date] to avoid service interruption. You can make the payment through our website, via phone, or by visiting our local office.

If you have already made a payment, please disregard this notice. If you are facing financial difficulties, we encourage you to contact our customer service team to discuss possible payment arrangements.

Thank you for your attention to this matter. We value your service and hope to resolve this issue quickly.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]