

# Final Warning: Utility Service Interruption

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

This letter serves as a final warning regarding the outstanding balance on your account with [Utility Company's Name]. Despite previous reminders, your account remains unpaid, and we have not received any communication regarding the overdue amount.

Your current balance is [Insert Amount], which is due as of [Insert Due Date]. Please be advised that if this balance is not paid by [Final Deadline Date], we will be forced to interrupt your utility services, as outlined in our service policy.

We understand that circumstances may arise that could impact your ability to make payments. If you are experiencing financial difficulties, we encourage you to contact our customer service department at [Customer Service Phone Number] to discuss possible arrangements or payment plans.

If we do not receive payment or hear from you by the deadline, your service will be interrupted, and a reconnection fee will be required to restore service.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company's Name]

[Utility Company's Contact Information]