

Important Notice: Impending Utility Service Discontinuation

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your utility service with [Utility Company Name] is scheduled for discontinuation due to non-payment of the outstanding balance.

Your account number is [Account Number], and the total amount due is [Amount Due]. As of [Date], this balance remains unpaid. According to our records, payment was due on [Due Date].

To avoid service interruption, please remit the outstanding balance by [Final Payment Date]. You can make your payment using the following methods:

- Online at [Website URL]
- By phone at [Phone Number]
- In person at [Address]

If you have already submitted your payment, please disregard this notice. If you have any questions or need assistance, feel free to contact our customer service at [Customer Service Phone Number] during regular business hours.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]