

Notice of Potential Utility Service Suspension

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your utility service scheduled for suspension due to unpaid balance on your account. As of the date of this notice, your account reflects an outstanding balance of [Insert Amount].

If payment is not received by [Insert Due Date], your utility service may be disconnected on or after [Insert Disconnection Date]. To prevent disruption of service, please remit payment by the due date or contact our office to discuss payment arrangements.

Payment can be made online, by mail, or in person at our office. Should you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]

[Utility Company Phone Number]