

Utility Service Cut-Off Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We hope this message finds you well. This letter serves as a formal notification regarding the upcoming cut-off of your utility service with us.

Due to [reason for cut-off, e.g., non-payment, maintenance, etc.], your utility service will be interrupted on [cut-off date]. We encourage you to take necessary action to avoid the inconvenience of an interrupted service.

If you believe this notification was sent in error or if you have already made arrangements, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]