

# Utility Service Disconnection Advisory

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We regret to inform you that your utility service will be disconnected due to non-payment of your account. As of today, your account balance is [Insert Amount], which was due on [Insert Due Date].

To avoid disconnection, please settle your outstanding balance by [Insert Final Notice Date]. If you have already made a payment, please disregard this notice.

If you require assistance or wish to discuss payment options, please contact our customer service at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Contact Information]