

# Utility Service Disconnection Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We regret to inform you that your utility service with [Utility Company Name] will be disconnected on [Disconnection Date]. This action is due to the following reason(s):

- Outstanding balance of [Amount Due]
- Failure to comply with our payment plan
- Repeated violations of service terms

Please take immediate action to prevent disconnection. You may contact us at [Customer Service Phone Number] or visit our website at [Website URL] to settle your balance or discuss alternative arrangements.

If you believe this disconnection notice has been issued in error, please contact us no later than [Contact Deadline Date].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Phone Number]