

# Utility Service Disengagement Alert

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that your utility service with [Utility Company Name] will be disengaged on [Disengagement Date] due to [reason for disengagement].

Please ensure that any outstanding payments are settled prior to this date to avoid further action. If you have already made a payment, please disregard this notice.

If you believe this notice has been sent in error or wish to discuss your account, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email Address].

We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]