

Warning Letter for Utility Service Termination

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We are writing to inform you that your utility service account with us is currently overdue. As of [Insert Due Date], the outstanding balance is [Insert Amount]. Despite previous reminders, we have not received payment for this account.

Please be advised that if we do not receive the full payment by [Insert Final Payment Date], we will have no choice but to terminate your utility service and assess any applicable fees.

We value you as a customer and hope to resolve this matter amicably. If you have already sent your payment, please disregard this letter. Should you have any questions or need assistance, please contact our customer service department at [Insert Contact Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]