

To Whom It May Concern,

Subject: Complaint Regarding Improper Disconnection Practices

I am writing to formally file a complaint regarding the recent disconnection of my utility service account (Account Number: 123456) on [Date]. Despite my timely payments and having raised no prior issues, my service was abruptly disconnected without appropriate notification or justification.

This disconnection has caused significant inconvenience to my household. I rely on [specify utility type, e.g., electricity, water] for daily activities, and I find the handling of my account both unprofessional and unacceptable. I have attempted to resolve this matter by contacting your customer service department, but unfortunately, my concerns have not been addressed satisfactorily.

I kindly request a thorough investigation into this matter and an immediate reconnection of my service. Furthermore, I seek clarification on your disconnection policies and procedures to avoid such incidents in the future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]