

Water Service Termination Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Dear [Customer Name],

We are writing to inform you that, as of [Termination Date], your water service will be terminated due to [reason for termination, e.g., non-payment, request for termination, etc.].

If you believe this termination is in error or if you wish to discuss your account, please contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Phone Number]

[Your Company Address]