

Utility Account Suspension Notification

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Insert Account Holder's Name],

We regret to inform you that your utility account has been suspended due to [insert reason, e.g., non-payment, violation of terms, etc.]. Effective immediately, the suspension will remain in place until the necessary actions are taken to rectify the situation.

To restore your account, please take the following steps:

1. [Insert step one]
2. [Insert step two]
3. [Insert step three]

If you have any questions or believe this suspension is in error, please contact our customer service team at [Insert Phone Number] or [Insert Email Address] within [Insert Time Frame].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]