

# Utility Service Disconnection Warning

**Date:** [Insert Date]

**Account Holder:** [Insert Account Holder Name]

**Account Number:** [Insert Account Number]

**Service Address:** [Insert Service Address]

Dear [Insert Account Holder Name],

We hope this message finds you well. This letter serves as a formal warning regarding the disconnection of your utility service due to an outstanding balance on your account. As of the date of this letter, your account reflects a past due amount of [Insert Amount Due], which has remained unpaid since [Insert Due Date].

In order to avoid disconnection of services, we kindly ask that you remit payment by [Insert Final Payment Date]. Failure to do so may result in the suspension of your utility services, which may cause significant inconvenience.

If you have already submitted your payment, please disregard this notice. If you are experiencing financial difficulties, we encourage you to contact our office at [Insert Contact Number] to discuss payment arrangements or assistance programs that may be available to you.

Thank you for your prompt attention to this matter. We appreciate your cooperation.

Sincerely,

[Insert Utility Company Name]

[Insert Contact Information]