

Notification of Utility Service Cut-off Schedule

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that your utility service at [Service Address] will be temporarily cut off due to [reason for cut-off, e.g., non-payment, scheduled maintenance].

The scheduled cut-off date is [Insert Cut-off Date] at [Insert Time]. We anticipate that service will be restored by [Insert Restoration Date and Time].

To avoid service interruption, please ensure your account is settled by [Payment Deadline]. If you have any questions or require assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]