

# Utility Account Violation Notification

Date: [Date]

Account Holder: [Account Holder Name]

Account Number: [Account Number]

Address: [Account Holder Address]

Dear [Account Holder Name],

We are writing to inform you of a violation concerning your utility account. It has come to our attention that there have been discrepancies in your account usage that do not align with the established guidelines set forth in our service agreement.

Details of the Violation:

- Date of Violation: [Date]
- Description: [Description of Violation]
- Actions Required: [Actions to be taken]

Please address this matter promptly to avoid any potential service interruptions or penalties. If you have any questions or require further clarification, do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]