

Formal Notice of Utility Service Access Breach

Date: [Insert Date]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a breach concerning access to our utility services at the specified address: [Service Address]. This breach was observed on [Date of Breach], during a routine inspection.

Details of the breach include:

- Nature of Breach: [Description of the breach]
- Impact: [Effects of the breach on services]

In accordance with our policies, we require that you address this issue promptly. Please ensure that necessary actions are taken to restore compliance by [Deadline Date]. Failure to rectify the breach may result in further action, including suspension of service.

If you have any questions or require assistance, please do not hesitate to contact our office at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]