

# Utility Service Termination Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your utility service with [Utility Company Name] will be terminated as of [Termination Date] due to [Reason for Termination].

If you believe this action has been taken in error, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email]. We are here to assist you with any inquiries you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Company Contact Information]