

# Immediate Action Required: Utility Deactivation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This letter is to inform you that immediate action is required regarding the deactivation of your utility services. Our records indicate that your account with [Utility Company Name] has an outstanding balance of [Amount Due].

Please be advised that failure to resolve this matter by [Deadline Date] will result in the deactivation of your services on [Deactivation Date]. To avoid this, please make your payment or contact us to discuss your account.

You can reach us at [Phone Number] or [Email Address]. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Company Address]