

Important Notice: Impending Utility Service Termination

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We regret to inform you that your utility service with [Utility Company Name] is scheduled for termination on [Termination Date] due to non-payment of your account. Your current outstanding balance is [Amount Due].

Please take immediate steps to settle your account to avoid interruption of service. You can make a payment through [List of Payment Options], or contact us at [Customer Service Phone Number] for assistance.

If you have already made a payment or believe this notice is in error, please contact us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]