

# Scheduled Utility Deactivation Notification

Dear [Customer Name],

We are writing to inform you that your utility services will be scheduled for deactivation on [Date] due to [reason for deactivation].

Please take note of the following details:

- **Service Type:** [Electricity/Water/Gas]
- **Deactivation Date:** [Date]
- **Time:** [Start Time] to [End Time]

If you have any questions or need assistance, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]