

# Urgent Notice: Utility Account Deactivation Warning

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Customer Name],

We are writing to inform you that your utility account (Account Number: [Account Number]) is at risk of deactivation due to unpaid balances. As of today, your account shows an outstanding balance of \$[Amount].

To avoid any interruption of service, we urge you to make your payment by [Payment Deadline Date]. Please refer to the following payment options:

- Online Payment: [Website URL]
- Phone Payment: [Phone Number]
- Mail Payment: [Mailing Address]

If you have already made your payment or believe this notice is in error, please contact our customer service department at [Customer Service Phone Number] immediately.

We value your business and appreciate your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Title]