

# Utility Account Suspension Notice

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We regret to inform you that your utility account (Account Number: [Account Number]) will be suspended as of [Suspension Date] due to non-payment. Our records show that your account has an outstanding balance of [Amount Due], which has not been resolved despite multiple reminders.

To avoid suspension, please make the necessary payment by [Final Payment Date]. You can pay your balance through [Payment Methods]. If you believe this notice has been sent in error or if you need to discuss your account, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]