

Utility Deactivation Notice

Date: [Insert Date]

Account Holder: [Account Holder Name]

Account Number: [Account Number]

Utility Provider: [Utility Company Name]

Address: [Utility Company Address]

Dear [Account Holder Name],

We regret to inform you that your utility services will be deactivated on [Insert Deactivation Date] due to past due payments on your account. Our records indicate that your account has an outstanding balance of [Insert Amount Due], which has not been paid by the required due date.

Please make the necessary payment to avoid service interruption. Payments can be made online at [Insert Payment Website] or by contacting our customer service at [Insert Customer Service Phone Number].

If you have already made a payment or believe this notice to be 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 Phone Number]

[Utility Company Email Address]