

Utility Service Disconnection Warning

Date: [Insert Date]

Dear [Customer Name],

This letter serves as a formal warning regarding your utility account, number [Account Number]. Our records indicate that your account is currently [specify the reason, e.g., "past due" or "in violation of service agreements"].

Please be advised that if the outstanding balance of [Outstanding Amount] is not paid by [Disconnection Date], we will have no choice but to disconnect your utility services.

To avoid disconnection, please remit payment immediately or contact our office at [Contact Number] to discuss your account status.

We hope to assist you in resolving this matter promptly.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]

[Utility Company Phone Number]