

Utility Service Discontinuation Advisory

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We regret to inform you that your utility service will be discontinued due to [reason for discontinuation, e.g., non-payment, request for service termination, etc.]. This action is set to take effect on [effective date of discontinuation].

Please be advised that if you wish to avoid this discontinuation, you may take the following actions:

- [Action 1: e.g., Make a payment]
- [Action 2: e.g., Contact customer service]
- [Action 3: e.g., Submit a request for reconsideration]

If you have already addressed this issue, please disregard this notice. For further inquiries or assistance, please contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Utility Company's Name]

[Your Utility Company's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]