

URGENT: FINAL DISCONNECTION NOTICE

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Service Address: [Insert Service Address]

Account Number: [Insert Account Number]

Dear Customer,

Our records indicate that your municipal utility account is currently in arrears. Despite previous notifications, we have not received the required payment for your outstanding balance.

Total Amount Overdue: \$[Insert Amount]

Payment Due Date: [Insert Date]

Please be advised that if the total overdue amount is not paid in full or a formal payment arrangement is not made by the date listed above, your [Water/Electricity/Gas] service will be scheduled for disconnection on or after [Insert Disconnection Date].

To avoid the disconnection of services and additional reconnection fees, please use one of the following payment methods immediately:

- Online via the municipal portal: [Insert Website]
- By phone: [Insert Phone Number]
- In person at: [Insert Office Address]

If you are unable to pay the full amount due to financial hardship, please contact our Billing Department at [Insert Phone Number] immediately to discuss potential payment plans or assistance programs.

If payment has already been made, please disregard this notice.

Sincerely,

[Insert Name/Department]

[Insert Municipality Name]

[Insert Contact Information]