

URGENT: 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 past due. As of [Insert Date], the total outstanding balance is \$[Insert Amount].

Please be advised that this is a formal warning. If payment is not received in full by [Insert Due Date], your utility services (water/sewer/electricity) will be disconnected without further notice.

To avoid disconnection, please choose one of the following options:

- Pay the full balance immediately via our online portal at [Insert Website].
- Visit the Municipal Billing Office at [Insert Office Address] during business hours.
- Call our Billing Department at [Insert Phone Number] to discuss a payment arrangement.

If your service is disconnected, you will be required to pay the full outstanding balance plus a reconnection fee of \$[Insert Fee Amount] before service is restored.

If you have already made this payment, please disregard this notice.

Sincerely,

[Insert Name/Department]

[Insert Name of Municipality]

[Insert Contact Phone Number]