

URGENT: FINAL NOTICE BEFORE UTILITY DISCONNECTION

Date: [Insert Date]

To: [Customer Name]

Service Address: [Insert Service Address]

Account Number: [Insert Account Number]

SUBJECT: NOTICE OF DEFAULT AND PENDING TERMINATION OF SERVICE

This letter serves as a formal warning that your municipal utility account is currently in default. Our records indicate an outstanding balance of \$**[Insert Amount]**, which is now past due.

Despite previous notifications, we have not received the required payment. Consequently, your utility services-including [List Services, e.g., Water, Electricity, Sewage]-are scheduled for disconnection on **[Insert Disconnection Date]** unless immediate action is taken.

To avoid the interruption of essential services and the incurrence of additional reconnection fees, you must:

- Pay the full outstanding balance immediately.
- Provide proof of payment to the Municipal Billing Office.
- Contact us at [Insert Phone Number] to discuss a payment arrangement if you are unable to pay in full.

Please note that once service has been disconnected, the full balance plus a restoration fee of \$[Insert Fee Amount] must be paid before service will be reinstated.

If payment has been made within the last 24 hours, please disregard this notice.

Sincerely,

[Name/Department]

[Municipality Name]

[Contact Information]