

FINAL DISCONNECTION NOTICE

Date: [Insert Date]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Customer Name],

This is a formal notification that your utility service is scheduled for disconnection on **[Disconnection Date]** due to an unpaid balance on your account.

Our records indicate that your account is past due in the amount of: **[\$[Insert Amount]]**.

To avoid the interruption of your [Type of Utility, e.g., Electricity/Water/Gas] service, you must pay the total amount due immediately. Payments can be made via our online portal, by phone at [Insert Phone Number], or at our local payment center.

Consequences of Disconnection:

- Loss of service on the date specified above.
- A reconnection fee of **[\$[Insert Amount]]** will be charged to restore service.
- A security deposit may be required to reopen your account.
- Late payment penalties will continue to accrue.

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment arrangement, please contact our Billing Department immediately at [Insert Phone Number].

Failure to act by [Insert Time] on [Insert Date] will result in automatic disconnection.

Sincerely,

[Your Name/Department]

[Utility Company Name]

[Contact Information]