

[Your Company Name]
[Billing Department Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Last Known Address]
[City, State, Zip Code]

RE: FINAL NOTICE - OUTSTANDING UTILITY BALANCE

Account Number: [Insert Account Number]
Service Address: [Insert Service Address]
Disconnection Date: [Insert Date]

Dear [Customer Name],

Our records indicate that your utility account remains unpaid following the disconnection of services on [Insert Date]. As of the date of this letter, your total outstanding balance is **\$[Insert Amount]**.

This balance includes the final usage charges, late fees, and applicable disconnection penalties. Despite previous notifications, we have not received payment or a request for a payment arrangement.

To avoid further collection actions, please submit the full payment by [Insert Due Date]. You can pay your bill through the following methods:

- **Online:** [Insert Website Link]
- **By Phone:** [Insert Phone Number]
- **By Mail:** Send a check or money order to the address listed at the top of this letter.

If payment is not received by the date specified above, we will be forced to refer your account to an external collection agency. This may negatively impact your credit score and your ability to secure utility services in the future.

If you have already made this payment, please disregard this notice. If you are unable to pay the full amount and wish to discuss a payment plan, please contact our billing department immediately at [Insert Phone Number].

Sincerely,

[Your Name/Department]
[Your Company Name]