

[Current Date]

[Customer Name]

[Service Address]

[City, State, Zip Code]

RE: FINAL NOTICE - TERMINATION OF SERVICE

Account Number: [Account Number]

Total Amount Past Due: \$[Amount]

Dear [Customer Name],

This is a formal demand for payment of your past due utility balance. Our records indicate that your account is seriously delinquent, and previous attempts to resolve this balance have been unsuccessful.

Please be advised that this is your **FINAL NOTICE**. To avoid the immediate disconnection of your utility services, full payment of \$[Amount] must be received by [Date].

If payment is not received by the deadline stated above:

- Your utility service will be disconnected on [Disconnection Date].
- A reconnection fee will be required to restore service.
- A security deposit may be required to reopen the account.
- Your account may be referred to a third-party collection agency, which could impact your credit score.

Payment can be made via [Payment Methods - e.g., online portal, phone, or in person].

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

Sincerely,

[Your Name/Department]

[Utility Company Name]

[Contact Information]