

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

[Customer Name]
[Service Address]
[City, State, Zip Code]

RE: NOTICE OF ACCOUNT DEFAULT AND PENDING DISCONNECTION

Account Number: [Insert Account Number]
Total Past Due Amount: \$[Insert Amount]

Dear [Customer Name],

This letter serves as formal notification that your utility account is currently in default due to non-payment. Our records indicate that your balance of \$[Insert Amount] is now [Insert Number] days past due.

To avoid the disconnection of your [Insert Type: Electric/Water/Gas] service, you must pay the total past due amount in full by [Insert Deadline Date].

Payment Options:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- In Person: [Insert Office Address]

Please note that if your service is disconnected, you may be required to pay a reconnection fee and an additional security deposit to restore service.

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

Sincerely,

[Your Name/Department]
[Your Company Name]