

URGENT: DISCONNECTION NOTICE

[Date]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Account Number: [Account Number]

Service Address: [Service Address]

Total Amount Past Due: \$[Amount]

Dear [Customer Name],

Our records indicate that your account is past due. As of today, we have not received the required payment to bring your account current.

Please be advised that your [Type of Utility, e.g., Electricity/Water] service is scheduled for disconnection on [Disconnection Date] unless full payment or a payment arrangement is made.

To avoid the interruption of your service and additional reconnection fees, please take one of the following actions immediately:

- **Pay Online:** Visit [Website URL]
- **Pay by Phone:** Call [Phone Number]
- **Pay in Person:** Visit [Office Address]

If you have already sent your payment, please disregard this notice. If you are unable to pay the full amount, please contact our billing department at [Phone Number] to discuss potential payment assistance programs or installments.

Failure to respond by the date listed above will result in the immediate shut-off of your utility service.

Sincerely,

[Utility Company Name]

[Customer Service Department]