

[Your Company Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

**RE: FINAL NOTICE OF SERVICE DISCONNECTION**

Dear [Customer Name],

Our records indicate that your account [Account Number] is currently past due. Despite previous reminders, we have not yet received payment for the outstanding balance of \$[Amount Owed].

Please be advised that if payment is not received in full by [Disconnection Date], your [Type of Service] service will be disconnected. To avoid interruption of service, payment must be made immediately.

**Account Summary:**

Past Due Amount: \$[Amount]  
Late Fees: \$[Amount]  
Total Amount Due: \$[Total Amount]

If your service is disconnected, you may be required to pay a reconnection fee of \$[Fee Amount] in addition to the total balance due before service can be restored.

You can make a payment through the following methods:

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

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your bill, please contact our billing department at [Phone Number] immediately.

Sincerely,

[Your Name/Department]  
[Your Company Name]