

FINAL NOTICE BEFORE DISCONNECTION

Date: [Insert Date]

Account Number: [Insert Account Number]

Service Address: [Insert Address]

Outstanding Balance: [Insert Amount]

Dear [Customer Name],

Our records indicate that your account remains past due despite previous notifications. This is your final notice that your telecommunications services, including [Internet/Phone/TV], are scheduled for disconnection on [Insert Disconnection Date].

To avoid the disruption of your services and a potential reconnection fee, you must pay the total outstanding balance immediately. Payments can be made via:

- Online Portal: [Insert Website Link]
- Phone: [Insert Phone Number]
- In-Person: [Insert Payment Location]

If payment is not received by [Insert Time] on [Insert Date], your services will be deactivated. Once disconnected, full payment of the balance plus a reconnection fee of [Insert Fee Amount] may be required 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 plan, please contact our Billing Department immediately at [Insert Phone Number].

Sincerely,

[Company Name]

[Department Name]

[Contact Information]