

## **URGENT: NOTICE OF INTENT TO DISCONNECT UTILITIES**

Date: [Current Date]

Customer Name: [Customer Name]

Service Address: [Service Address]

Account Number: [Account Number]

Dear [Customer Name],

Our records indicate that your account is currently past due. As of [Date], your outstanding balance is \$[Amount Due].

Please be advised that if payment is not received in full by [Final Payment Date], your [Type of Utility: e.g., Water/Electricity/Gas] service will be disconnected on or after [Disconnection Date].

To avoid disconnection, please perform one of the following actions immediately:

- Pay the total outstanding balance via our online portal.
- Call our billing department at [Phone Number] to make a payment.
- Contact us to discuss a formal payment arrangement.

If your service is disconnected, you may be required to pay the full balance plus a reconnection fee of \$[Fee Amount] before service is restored.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Sender Name/Department]

[Company Name]

[Contact Phone Number]