

Date: [Insert Date]

Account Number: [Insert Account Number]

Property Address: [Insert Property Address]

Subject: FINAL REMINDER: Action Required for Utility Provider Registration

Dear [Recipient Name],

This is a final reminder regarding the registration of your utility account for the property listed above. Our records indicate that despite previous notices, you have not yet completed the required registration with [Utility Provider Name].

To ensure uninterrupted service and to avoid potential penalties or administrative fees, you must complete your registration immediately. Please follow the instructions below:

- **Online:** Visit [Website URL] and click on "New Registration."
- **Phone:** Call our registration department at [Phone Number].
- **In Person:** Visit our local office at [Office Address].

Deadline for Action: [Insert Deadline Date]

Please be advised that failure to register by the deadline may result in the following actions:

- Disconnection of utility services.
- Additional reconnection fees.
- Legal action or referral to a collection agency.

If you have already completed your registration within the last 48 hours, please disregard this notice.

If you have any questions or are experiencing difficulties with the registration process, please contact our support team immediately at [Support Phone Number].

Sincerely,

[Sender Name]

[Job Title]

[Utility Provider Name]