

Utility Service Disconnection Notice

Subject: IMPORTANT: Service Disconnection Notice - Account #[Account Number]

Dear [Customer Name],

Your utility account #[Account Number] for service at [Service Address] has an outstanding balance of \$[Amount] that is now [Number] days past due.

DISCONNECTION NOTICE:

If payment is not received within 10 days of this notice, your service will be disconnected on [Disconnection Date]. Reconnection will require:

- Payment of the full outstanding balance
- Reconnection fee of \$[Fee Amount]
- Possible security deposit

To avoid service interruption:

- Pay online at [Website]
- Pay by phone at [Phone Number]
- Pay in person at [Address]
- Mail payment to [Mailing Address]

If you are experiencing financial hardship, contact our customer service department immediately at [Phone Number] to discuss payment arrangements or assistance programs that may be available.

This notice is required by law. Service disconnection will proceed as scheduled unless payment is received or satisfactory payment arrangements are made.

Customer Service Department

[Utility Company Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/follow-up-collection-letter>