

# FINAL NOTICE OF UTILITY DISCONNECTION

**Date:** [Insert Date]  
**Account Number:** [Insert Account Number]  
**Customer Name:** [Insert Customer Name]  
**Service Address:** [Insert Service Address]

## Outstanding Balance

Previous Balance	[\$[Previous Balance]]
Payments Received	[\$[Payments Received]]
Current Charges	[\$[Current Charges]]
Amount Due	[\$[Total Amount Due]]

Dear [Customer Name],

This is your **final notice** regarding the unpaid balance on your utility account listed above. As of the date of this letter, your account is past due.

**Unless the total outstanding balance is paid in full by [Disconnection Date], your utility service will be disconnected.**

## How to Avoid Disconnection

- Pay the full outstanding balance immediately.
- Contact our customer service at **[Customer Service Phone Number]** if you would like to discuss payment arrangements or believe this notice was sent in error.
- Payments can be made at [Insert Payment Locations or Website].

If your service is disconnected, additional fees may apply for reconnection.

Please act now to avoid interruption of your utility service. Thank you for your prompt attention to this matter.

Sincerely,  
[Utility Company Name]  
[Contact Information]