

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]