

Notice of Intent to Disconnect Utilities

Date:

To:

Address:

Dear ,

This notice is to inform you that your utility services at the above address are scheduled for disconnection due to unpaid account balance. If payment is not received in full by , your utilities will be disconnected.

Amount Due:

Account Number:

To avoid service interruption, please remit payment immediately. If you have already made payment or wish to discuss your account, please contact our office at .

Sincerely,