URGENT: NOTICE OF PENDING UTILITY DISCONNECTION

Date: [Insert Date]

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

Dear Customer,

This letter serves as formal notification that your [Type of Utility, e.g., Electricity/Water/Gas] service is scheduled to be disconnected on **[Insert Disconnection Date]** due to an unpaid balance on your account.

Past Due Balance: $[Insert Amount]
Payment Due By: [Insert Date/Time]

To avoid the interruption of your service and additional reconnection fees, please make a payment immediately using one of the following methods:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- In Person: [Insert Payment Center Address]

If you have already made this payment, please disregard this notice. If you are unable to pay the full amount or wish to dispute this balance, contact our billing department immediately at [Insert Customer Service Phone Number].

Failure to act before the date listed above will result in the immediate shut-off of your utility service.

Sincerely,

[Insert Company Name]
Customer Service Department
[Insert Contact Information]