

[Attorney Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Utility Company Name]
[Legal Department or Billing Department Address]
[City, State, Zip Code]

RE: FORMAL DISPUTE AND NOTICE OF REPRESENTATION

Account Holder: [Client Name]
Account Number: [Utility Account Number]
Service Address: [Full Property Address]

To Whom It May Concern:

Please be advised that this office represents [Client Name] regarding the utility services at the aforementioned address. All future communications regarding this matter must be directed to our office.

We are writing to formally dispute the [threatened/actual] disconnection of service on the following grounds:

- [State reason, e.g., Billing error/Incorrect charges]
- [State reason, e.g., Lack of proper notice as required by state law]
- [State reason, e.g., Medical necessity/Life-sustaining equipment on premises]
- [State reason, e.g., Violation of seasonal shutoff moratorium]

This utility shutoff is unlawful under [Cite specific state regulation or statute]. My client has made a good-faith effort to resolve this matter; however, the current action by [Utility Company Name] is in violation of consumer protection rights.

Demand for Immediate Action:

We demand that you immediately [cease all disconnection activities / restore service immediately]. Furthermore, we request a complete, itemized billing history and copies of all notices sent to the client within the last [Number] months.

Failure to restore service or halt the unlawful shutoff will result in further legal action, including but not limited to filing a formal complaint with the [State Public Utilities Commission/Board] and seeking injunctive relief and damages in court.

Please confirm receipt of this notice and the status of the account within [Number] hours.

Sincerely,

[Signature]

[Printed Name]
[Title/Law Firm]