

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Electricity Disconnection

Dear [Customer Name],

We hope this letter finds you well.

This is to inform you that due to [reason for disconnection, e.g., non-payment, scheduled maintenance], your electricity service at [service address] will be disconnected on [disconnection date].

To avoid any interruption in service, we encourage you to [steps to take: make a payment, contact customer service, etc.]. Please note that if the necessary actions are taken before the disconnection date, we will be happy to assist you in continuing your service without interruption.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]