

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Subject: Electricity Service Disconnection Notice

Dear [Customer Name],

We hope this message finds you well. This notice is to inform you that your electricity service will be disconnected on [Date of Disconnection] due to [reason for disconnection, e.g., non-payment, violation of terms, etc.].

Account Number: [Account Number]

Outstanding Balance: [Amount Due]

To avoid disconnection, please ensure that the balance is settled by [Final Payment Date]. You may make a payment via [payment methods available, e.g., online, phone, in-person, etc.]. If you believe this notice has been issued in error or if you have any questions, please contact our customer service department at [Customer Service Phone Number] or [Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]