

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Electricity Cut-Off

Dear [Recipient Name],

We would like to inform you that, due to [reason for cut-off, e.g., non-payment, scheduled maintenance], your electricity service will be temporarily suspended.

Cut-Off Date: [Date]

Expected Restoration Date: [Date]

To avoid any inconvenience, we kindly ask that you [action required, e.g., settle your account, contact us for further information].

If you have any questions or concerns regarding this notification, please do not hesitate to contact our office at [phone number] or [email address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]