

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Electricity Disconnection

We hope this message finds you well. We are writing to inform you that, due to [reason for disconnection, e.g., non-payment of your electricity bill], your electricity service will be disconnected on [disconnection date].

Please be advised that if payment of the outstanding amount of [amount owed] is not received by [final payment date], we will proceed with the disconnection.

To avoid disruption to your service, we encourage you to settle your account as soon as possible. For your convenience, payment can be made via [payment methods available].

Should you have any questions or wish to discuss your account, please do not hesitate to contact our customer service team at [customer service phone number] or [customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]