

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

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Subject: Service Disconnection Notice for Overdue Bill

Dear [Service Provider's Name],

I am writing to formally notify you that my account, [Your Account Number], is overdue as I have not received payment for my last bill dated [Date of Last Bill]. As a result, I understand that my service may be subject to disconnection.

The outstanding amount due is [Amount Due], and I have made efforts to resolve this matter by [mention any previous communication, if applicable]. Unfortunately, I have not yet been able to make the payment. Please consider this letter as my formal request for a payment extension. I intend to settle the outstanding balance by [Proposed Payment Date]. I would appreciate any assistance you can provide regarding this matter. If immediate payment is not feasible, please let me know if there are any options to avoid disconnection of service.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]