

PSC No. 1 - Gas
Hamilton Municipal Utilities Commission
Initial Effective Date: September 1, 2014
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Form F: Sample Final Termination Notice

FINAL TERMINATION NOTICE _____ (DATE)

Customer Name: _____
Address: _____
Account# _____

Dear (customer name):

By letter dated MM/DD/YY, the Utilities Commission notified you that your failure to remit the past due amount of \$XX.XX by MM/DD/YY would result in the Utilities Commission terminating your service. Our records indicate that we have not received your payment. Please remit \$XX.XX or your service will be terminated after MM/DD/YY.

If you disagree with the amount owed, you may call or write the utility at (Address and phone number), or you may contact the Public Service Commission at 1-800-342-3377.

THIS IS A FINAL TERMINATION NOTICE. PLEASE BRING THIS NOTICE TO THE ATTENTION OF THE UTILITY WHEN PAYING THIS BILL.

PLEASE REMIT \$XX.XX BY MM/DD/YY TO AVOID TERMINATION OF YOUR SERVICE.

If you are unable to make payment because your financial circumstances have changed significantly due to events beyond your control, please contact us at (XXX) XXX-XXXX. If you or anyone in your household meets any of the following conditions please contact us: medical emergency; elderly, blind or disabled.

Sincerely,

Hamilton Municipal Utilities Commission
Credit and Collections

Issued by: Sean Graham, Village Administrator, 3 Broad Street, Hamilton, NY 13346