



Electric Sample Form No. 79-1028
Third-Party Notification Letter of Unpaid Charges
(48 Hour Notice)

Sheet 1

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**Please Refer to Attached
Sample Form**



**THIRD-PARTY NOTIFICATION LETTER OF UNPAID CHARGES
(48 HOUR NOTICE)**
*Please take notice that payment or payment arrangements are
needed immediately to maintain service on the account below.*

DATE

THIRD PARTY NAME 1
THIRD PARTY NAME 2
THIRD PARTY ADDRESS 2
THIRD PARTY ADDRESS 1
CITY, STATE ZIP

Service Address:
MAIN CUSTOMER PREMISE ADDRESS
CITY, STATE ZIP

Account ID: XXXXXXXXXXXX

Re: Third-Party Notification of Unpaid Charges for MAIN CUSTOMER NAME

Our records indicate that you asked to be notified whenever the above customer has a past-due bill.

We have mailed a 48-hour notice of service termination to the customer due to failure to pay past-due charges. We may have received payments after mailing this notice; you may want to contact the customer to find out whether payment has been made.

You are not obligated in any way to pay the customer's bill. This notification is for your information. You may call us at 1-800-743-5000 on behalf of the customer so that we can discuss payment options and ways to help.

Customer Services