

JOHN DOE  
PO BOX 00  
DIVERNON IL 62530

**FINAL NOTICE PRIOR TO DISCONNECTION**

Account 000000.00

**ATTENTION**

March 19, 2008

Your account in the amount of \$ 000.00 remains unpaid at the close of our collection period. Please arrange by 00/00/00 to make your payment of the amount due, during regular business hours, Monday-Friday from 8:00 AM - 12:00 PM and 1:00 PM - 5:00 PM. **YOUR FAILURE TO DO SO WILL RESULT IN TERMINATION OF SERVICE ON 00/00/00.**

Reconnection of services will be done on the day payment is received, if your total payment is paid by 2:00 PM. Anything paid after 2:00 PM. will be reconnected the following day. Reconnection fees are \$25.00 to reconnect the gas and \$15.00 to reconnect the water. These fees must be included at the time that the total bill is paid.

**IF YOU CANNOT PAY THE TOTAL DUE:** you must come to a scheduled Village Board Meeting to work out a payment schedule. Please call the Water and Gas Department at 628-3416 for information about Village Board dates and times and to request that your name be on the agenda for the meeting. **If you have previously made arrangements with the board, make sure that you are honoring your agreed payment schedule.**

Thank you,

Village Board of Trustees