**MMUA Cold Weather Rule Guide**

**EXHIBIT III - Notice of Proposed Disconnection**

**Sample text**

**[Date]**

We have not yet received full payment of past-due charges shown on your latest bill. You now owe **[name of utility]** $ **[amount]**.

Please pay this amount in full or call the utility to enter a payment plan before **[date]**. If you do not, we may disconnect your service on or after that date.

Minnesota’s “Cold Weather Rule” law provides certain legal rights concerning this notice. Please review the enclosed notice of residential customer rights and responsibilities, list of local energy assistance providers, a form on which to declare inability to pay, and statement explaining available time payment plans and other opportunities to secure continued utility service.

Please act today.

**[Name of utility]**

**[Telephone number]**