

Subject: Notice of Account Separation

Account number: (13 Digits)

Dear Verizon Customer,

To prepare for an upcoming billing system conversion an account alignment review has been conducted. Your summary account has been identified as having a combination of Business and Residential services. Our new billing system does not allow this billing arrangement and will require the Residential services to be billed separately.

This alignment will result in a standalone invoice for the residential services currently residing on the summary account number listed above. The charges will cease on the summary account and begin on the stand alone residential account within 1-2 billing cycles. Billing name and address information will revert to the residential service information currently on file.

If you have questions, please contact us by calling: 1-800-Verizon (1.800.837.4966).

Thanks,

Your Verizon Team