

SOUTHAMPTON COUNTY
DEPARTMENT OF PUBLIC UTILITIES

24307 Cheroenhaka Road
Courtland, VA 23837



757-742-6233
Fax: 757-653-0227

December 14, 2020

Dear Southampton County Public Utility Customer,

This letter is to inform you that Southampton County Public Utilities has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES ACT) funds to assist with municipal utility customer relief for all eligible customers. If you are receiving this letter, you have a 30 day past due balance as of 12/11/2020. Any active customer, with the exception of any government entity, may be eligible for such arrearage assistance if you have a delinquent bill with consumption usage from March 1, 2020 to December 30, 2020. Assistance will not be provided for past due amounts prior to this time or any amount classified as current charges. Enclosed is a Utility Arrearage Assistance Customer Intake Form for you to complete. It is important that this form be **completed and returned to our office by December 28, 2020**. For your convenience, there are 5 options for returning this form:

- Mail to P.O. Box 400 Courtland, Virginia 23837
- Place the form in the black Administration Drop Box located in the front of the Administration building at 26022 Administration Center Drive Courtland, Virginia 23837
- Telephone interview at 757-653-3015
- Fax to 757-653-0227
- Email to asmith@southamptoncounty.org

Due to the quick deadline, it is critical that you utilize one of these five options as soon as possible. If you have any questions or would like to complete the form via telephone, please give me a call at your earliest convenience.

Sincerely,

Amanda N. Smith

Amanda N. Smith
Director of Administration