

Dear [Tenant's Name],

This is a friendly reminder that your upcoming utility bill is due on [Due Date]. Please ensure that your payment is made by this date to avoid any late fees.

Here are the details of your upcoming utility bill:

- **Utility Provider:** [Utility Provider Name]
- **Account Number:** [Account Number]
- **Amount Due:** [Amount]
- **Due Date:** [Due Date]

If you have any questions or concerns, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]