

# Notification of Utility Payment Reporting Interest

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to notify you regarding the interest accrued on your utility payment account.

As of [Insert Date], your account shows an outstanding balance of [Insert Amount]. Due to the payment delay, an interest rate of [Insert Interest Rate]% has been applied as per our terms and conditions.

Please ensure that the outstanding amount is settled by [Insert Due Date] to avoid further interest charges and late fees.

If you have any questions or require assistance, do not hesitate to contact our customer service at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Company Address]

[Contact Information]