

Monthly Bill Reminder

Dear [Customer Name],

This is a friendly reminder that your monthly telecom bill for the period of [Billing Period] is due on [Due Date].

Amount Due: \$[Amount]

We appreciate your prompt payment to ensure continued service. You can make your payment through our online portal or by visiting one of our local offices.

If you have any questions or require assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer!

Sincerely,

[Your Company Name]

[Company Contact Information]