

Final Notice for Utility Payment

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

This letter serves as a final notice regarding your outstanding utility bill for account number [Account Number]. As of the date of this notice, your account shows a past due balance of [Amount Due].

We have made several attempts to contact you regarding this balance, and we urge you to take immediate action to settle your account to avoid service disruption. Please remit payment by [Final Payment Deadline] to prevent disconnection of your utility services.

Payment can be made through one of the following methods:

- Online at [Website]
- By phone at [Phone Number]
- By mail at the address listed below:

[Utility Company's Address]

If you have already made your payment, please disregard this notice. If you have any questions or need assistance, feel free to contact our customer service department at [Customer Service Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]