

Friendly Reminder: Utility Payment Due

Dear [Customer's Name],

We hope this message finds you well! This is a friendly reminder that your utility payment for the month of [Month] is due on [Due Date].

Amount Due: \$[Amount]

We appreciate your prompt attention to this matter and thank you for being a valued customer. If you have already made this payment, please disregard this notice.

If you have any questions or need assistance, feel free to contact us at [Contact Information].

Thank you for choosing [Utility Company Name]!

Warm regards,

[Your Name]

[Your Position]

[Utility Company Name]