

Utility Bill Reminder

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your utility bill dated [Bill Date] with an amount of [Amount Due] is overdue as of [Due Date].

Please ensure that payment is made at your earliest convenience to avoid any late fees or service interruptions.

You can make your payment online at [Payment Link] or by contacting our customer service at [Customer Service Number]. If you have already made this payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]