

Past Due Utility Bill Alert

Dear [Customer Name],

This is a reminder that your utility bill for the period ending [Date] is past due. Our records indicate that the amount of [Amount Due] remains unpaid.

Please make your payment by [Final Due Date] to avoid interruption of service. You can pay your bill online at [Payment Link] or by contacting our customer service at [Customer Service Phone Number].

If you have already made your payment, please disregard this notice. Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]