

# Utility Payment Notification

Dear [Customer's Name],

We hope this message finds you well. This is a notification regarding your upcoming utility payment for the month of [Month/Year].

**Payment Due Date:** [Due Date]

**Amount Due:** \$[Amount]

Please ensure that the payment is made by the due date to avoid any late fees. You can make your payment through our online portal or via traditional mail.

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

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]