

Upcoming Utility Bill Due Date Notification

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your upcoming utility bill will be due on **[Due Date]**.

Your current balance is: **[Current Balance]**.

Please ensure that your payment is submitted by the due date to avoid any late fees. You can make your payment online, by mail, or in person at our office.

If you have any questions or need assistance, please do not hesitate to contact our customer service team at **[Customer Service Phone Number]** or email us at **[Customer Service Email]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]