

Utility Bill Payment Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to remind you that your utility bill for the month of [Month/Year] is due on [Due Date]. The total amount due is [Amount].

Please ensure that the payment is made by the due date to avoid any late fees or service disruption. You can make the payment using the following methods:

- Online via our website
- By phone at [Phone Number]
- In person at [Office Location]

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

Thank you for your prompt attention to this matter.

Sincerely,

[Utility Company Name]

[Contact Information]