

Payment Overdue Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We hope this message finds you well. This is to notify you that your payment for utility services rendered in the month of [Insert Month/Year] is now overdue. As of today, your outstanding balance is [Insert Amount].

We kindly request that you make the payment by [Insert Due Date] to avoid any late fees or service interruptions. You can make your payment through [Insert Payment Methods].

If you have already sent your payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

Should you have any questions or require assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]