

Urgent Utility Payment Reminder

Date: [Insert Date]

To: [Customer's Name]
[Customer's Address]
[City, State, Zip Code]

Dear [Customer's Name],

This is a reminder that your utility payment for account number [Account Number] is overdue. The amount due is [Amount Due], which was originally due on [Due Date].

Please be advised that if payment is not received by [Final Deadline], we may have to proceed with the lien process, which could impact your property. We encourage you to make this payment as soon as possible to avoid such actions.

You can make a payment online through our website [Insert Website URL] or contact our office at [Insert Contact Number] for assistance.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]