

# Overdue Utility Bill Reminder

Dear [Customer Name],

We hope this message finds you well. We are reaching out to remind you that your utility bill dated [Bill Date] is now overdue. The total amount due is [Amount Due].

Please make your payment as soon as possible to avoid any late fees or disruption of service. You can make the payment online at [Payment Link] or visit our office at [Office Address].

If you have already made your payment, please disregard this notice. Should you have any questions or concerns, feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]