

Past Due Utility Statement

Customer Name: [Customer Name]

Account Number: [Account Number]

Statement Date: [Statement Date]

Due Date: [Original Due Date]

Amount Due: \$[Past Due Amount]

Dear [Customer Name],

This is a reminder that your utility payment was due on [Original Due Date] and has not yet been received. As of today, your account shows an outstanding balance of \$[Past Due Amount].

Please make your payment by [Final Payment Date] to avoid any late fees or service interruptions.

Payment Options:

- Online: [Website Link]
- By Mail: [Mailing Address]
- In Person: [Office Location]

If you have already sent your payment or believe this notice is in error, please contact our office immediately at [Customer Service Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Company Contact Information]