

# Utility Account Delinquency Notification

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Account Holder's Name],

We are writing to inform you that your utility account is currently past due. As of today, your account shows an outstanding balance of [Insert Amount Due]. This amount is due for payment by [Insert Due Date].

Failure to remit payment may result in additional fees and the potential interruption of service. We encourage you to make a payment as soon as possible to avoid any service disruptions.

If you have already sent your payment, please disregard this notice. If you have any questions regarding your account or payment options, please contact our customer service department at [Insert Customer Service Phone Number] or [Insert Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]