

Utility Late Payment Notice

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Insert Customer Name],

We are writing to inform you that your payment for utility services is currently past due. According to our records, the payment of [Insert Amount] was due on [Insert Due Date].

Please arrange to make the payment as soon as possible to avoid any late fees or service interruptions. You can make your payment online, by mail, or in person at our office.

If you have already made this payment, please disregard this notice. If you have any questions or need assistance, feel free to contact our customer service at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Utility Company Name]

[Insert Utility Company Address]

[Insert Utility Company Phone Number]