

Utility Payment Deadline Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder that your utility payment is due on **[Due Date]**.

Please ensure that your payment of **[Amount]** is made by this date to avoid any late fees or service interruptions.

You can conveniently make your payment through our website, by mail, or in person at our office.

If you have already made your payment, please disregard this reminder. If you have any questions or need assistance, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Company Name]
[Contact Information]