

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder regarding your utility account associated with the account number [Account Number].

As of [Date], your account balance is currently [Balance Amount]. We kindly ask you to review your account status and ensure timely payment to avoid any service interruptions.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]