

Utility Payment Overdue Notice

Dear [Client's Name],

We are writing to inform you that your utility payment for invoice number [Invoice Number] is currently overdue. The payment was due on [Due Date] and the outstanding amount is [Amount Due].

Please arrange for the payment as soon as possible to avoid any disruption in your service. If you have already made the payment, please disregard this notice.

For any inquiries, please contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company's Name]

[Your Company's Address]

[Your Company's Phone Number]

[Your Company's Email]