

# Utility Past Due Notice Acknowledgment

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to acknowledge the receipt of your past due notice for your utility account with us. Your account number is [Account Number]. This notice serves to confirm that we have recorded your past due balance of [Amount Due] which was due on [Due Date].

Please be aware that failure to settle this balance may result in service interruption. We encourage you to address this matter promptly to avoid any inconvenience.

If you have already made a payment or wish to set up a payment plan, please contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]