

# Utility Past Due Notice

Date: [Insert Date]

Dear [Customer's Name],

Subject: Past Due Payment Notice

We hope this message finds you well. We are writing to inform you that we have not yet received your payment for your utility services, which was due on [Insert Due Date]. We understand that oversights happen, and we sincerely apologize for any inconvenience this may have caused.

Your account number is: [Insert Account Number]. The total amount due is: [Insert Amount Due].

Please be assured that we value your business and are here to help you. Should you require assistance or wish to discuss payment arrangements, feel free to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

We appreciate your prompt attention to this matter and look forward to continuing to serve you.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Address]