

Utility Past Due Notice

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

This is a notice regarding your utility account [Account Number], which shows past due charges as of the date above. Our records indicate that your payment is currently overdue in the amount of [Amount Due].

To ensure continuous utility service, please remit your payment by [Final Due Date]. If you have already made this payment, please disregard this notice.

Payment Confirmation

We are pleased to inform you that we have received your full payment of [Paid Amount] on [Payment Date]. Thank you for your prompt attention to this matter.

If you have any questions or concerns, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]