

Utility Past Due Notice

Date: [Current Date]

Account Number: [Account Number]

Customer Name: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your utility account is currently past due. As of today, your outstanding balance is [Amount Due]. We understand that circumstances can arise that make it difficult to meet payment obligations.

In order to assist you during this challenging time, we kindly ask that you provide us with an explanation of your hardship. This could include information about a job loss, medical issues, or any other factor that has affected your ability to pay your utility bills.

Please respond to this letter by [Response Deadline Date] so we can explore available options to help you manage your account. Our goal is to work with you to find a solution that fits your needs.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,
[Your Name]
[Your Title]
[Utility Company Name]
[Phone Number]
[Email Address]