

Utility Past Due Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your utility account has an outstanding balance past due. Our records indicate that the total amount owed is [Insert Amount] and was due on [Insert Due Date].

To help resolve this matter, we kindly request your assistance in clarifying the nature of the fees associated with your account. Please review the charges and provide any relevant information regarding discrepancies that may exist.

If you have already made a payment, please disregard this notice. Otherwise, we ask that you contact our office at [Insert Phone Number] or email us at [Insert Email Address] to discuss your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Utility Company Name]

[Utility Company Phone Number]

[Utility Company Email Address]