

# Utility Past Due Notice

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company Contact or Customer Service],

I am writing to formally request assistance regarding my past due utility bill. My account has become delinquent due to [briefly explain reason, e.g., loss of income, medical expenses], and I am struggling to maintain timely payments.

The total amount due is [Insert Amount]. I kindly ask for your understanding and support in exploring options for payment arrangements, assistance programs, or any other resources that may be available to help me address this situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email]