

Utility Past Due Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your utility account (Account Number: [Account Number]) is currently past due. As of today, the total outstanding balance is [Amount Due].

We understand that circumstances can sometimes make timely payments difficult. Our goal is to work with you to find a resolution.

Please remit payment by [Due Date] to avoid further penalties or service interruptions. Payment can be made through [Payment Options].

If you have already sent your payment, please disregard this notice. If you have any questions or need assistance, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Phone Number]

[Utility Company Email]