

Utility Prepaid Service Balance Update

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This is a notification regarding your prepaid utility service account with us.

Your current balance is: **#[Insert Balance]**

Please note that your balance is valid until [Insert Expiration Date]. To ensure uninterrupted service, we recommend that you recharge your account before the expiration date.

If you have any questions or need assistance, feel free to contact our customer service team at [Insert Customer Service Number] or visit our website at [Insert Website URL].

Thank you for choosing [Utility Company Name].

Sincerely,
[Your Name]
[Your Position]
[Utility Company Name]
[Contact Information]