

Friendly Reminder: Utility Invoice Due

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder that your utility invoice for [Month/Year] is due on [Due Date].

If you have already made the payment, please disregard this message. Otherwise, we kindly ask you to process the payment at your earliest convenience to avoid any late fees.

Thank you for your prompt attention to this matter. If you have any questions or concerns, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]