

# Outstanding Utility Fee Alert

Dear [Recipient's Name],

We are writing to inform you that your utility account is currently past due. As of [Due Date], the outstanding balance is [Amount].

Please take a moment to remit payment to avoid any interruptions in your service. You can pay your bill online at [Payment Link] or contact our office at [Contact Number] for assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]