

Utility Payment Overdue Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Dear [Customer Name],

We are writing to inform you that your utility payment, originally due on [Due Date], remains unpaid. The total amount overdue is [Amount Due].

To avoid any disruption in service, please make your payment by [Final Payment Date]. We offer various payment options for your convenience:

- Online payment through our website
- Phone payment via our customer service number
- In-person payment at our office

If you have already made this payment, please disregard this notice. If you have any questions or need assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Utility Company Name]

[Your Name]

[Your Title]