

# Reminder for Pending Utility Charges

Dear [Recipient's Name],

This is a friendly reminder regarding your pending utility charges for the billing period of [Billing Period]. Our records indicate that your account is currently outstanding in the amount of [Amount Due].

Please ensure that these charges are settled by [Due Date] to avoid any late fees or service interruptions. You can make your payment online at [Payment Link] or contact our customer service at [Customer Service Phone Number].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]