

Utility Payment Notification

Dear [Customer Name],

This is a notification regarding your upcoming utility payment scheduled for [Payment Date]. Below are the details:

Utility Type	Amount Due	Due Date
[Electricity/Water/Gas]	[\$[Amount]]	[Due Date]

Please ensure that the payment is made by the due date to avoid any late fees. You can make your payment through our online portal or by other payment methods outlined on our website.

Thank you for your attention to this matter. If you have any questions, feel free to contact our customer service team.

Sincerely,

[Your Company Name]

[Contact Information]