

# Account Balance Reminder

Dear [Customer Name],

This is a friendly reminder that your utility account balance is currently [Balance Amount].

To avoid any disruptions in your service, please ensure that your balance is settled by [Due Date].

If you have any questions or need assistance, feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]