

# Utility Bill Payment Reminder

Dear [Customer Name],

This is a friendly reminder that your utility bill for the month of [Month] is due on [Due Date].

Amount Due: \$[Amount]

Please ensure that your payment is made by the due date to avoid any late fees or service interruptions.

You can make your payment online at [Payment Website] or by mail to the following address:

*[Utility Company Name]*

*[Mailing Address]*

*[City, State, Zip]*

If you have already made this payment, please disregard this reminder.

Thank you for choosing [Utility Company Name].

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]