

Payment Follow-Up Notice

Dear [Customer Name],

We hope this message finds you well. We are writing to remind you that your payment for utility services rendered in the month of [Month/Year] is currently outstanding. According to our records, the payment was due on [Due Date].

As of today, the total amount due is [Amount]. We kindly request that you make the payment at your earliest convenience to avoid any late fees or interruption of service.

If you have already made the payment, please disregard this notice. Otherwise, payment can be made online at [Payment Link] or through our customer service at [Customer Service Number].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]