

# Payment Reminder for Your Utility Budget Billing

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder that your upcoming payment for your utility budget billing is due on **[Due Date]**.

Your current balance is **[\$[Amount]]**. Please make sure to submit your payment by the due date to avoid any late fees.

You can make your payment through the following methods:

- Online via our website
- By phone at [Phone Number]
- In person at [Office Address]

If you have any questions regarding your bill, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Utility Company Name]  
[Company Address]  
[Contact Information]