

Final Notice for Unpaid Utility Bill

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

This is a final notice regarding your unpaid utility bill for the account listed above. Our records indicate that your payment, which was due on [Insert Due Date], has not been received. The current balance due is [Insert Amount].

Please make the necessary payment by [Insert Final Deadline Date] to avoid disconnection of service. If payment has already been made, please disregard this notice.

We value you as our customer and hope to resolve this matter promptly. For assistance, feel free to contact our customer service at [Insert Contact Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]