

Payment Reminder: Utility Bill

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your utility bill for the period ending [Date] is overdue. The total amount due is [Amount].

Please arrange for the payment at your earliest convenience to avoid any late fees or service interruptions.

If you have already made the payment, please disregard this notice. For any questions or further assistance, do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Company Name]
[Contact Information]