

# Outstanding Utility Balance Warning

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. Our records indicate that your utility account with us has an outstanding balance of **[\$[Amount]** as of [Insert Date].

We kindly remind you to settle this balance to avoid any interruptions in your service. Please make your payment by [Insert Due Date].

Payment options include:

- Online at our website: [Insert Website Link]
- By phone: [Insert Phone Number]
- In person at our office: [Insert Office Address]

If you have already made the payment, please disregard this notice. For any questions or concerns, do not hesitate to contact our customer service team.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]