

# Overdue Utility Bill Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your utility bill for the period of [Billing Period] is now overdue. The total amount due is [Amount Due].

Please make the payment by [Due Date] to avoid any disruption of services. You can pay your bill online at [Website URL] or visit our office at [Office Address].

If you have already made the payment, please disregard this notice. If you have any questions or concerns, do not hesitate to contact us at [Contact Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]