

# Reminder: Past Due Utility Payment

Date: [Insert Date]

Dear [Customer's Name],

This is a friendly reminder that your utility payment, which was due on [Due Date], has not been received yet. As of today, your account shows an outstanding balance of [Amount].

To avoid any disruption in service, please make your payment by [New Due Date]. You can process your payment online, by mail, or in person at our office.

If you have already sent your payment, please disregard this notice. If you have any questions, feel free to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]