

Dear [Customer's Name],

We hope this message finds you well. We are writing to remind you of the outstanding payment for your utility services, which was due on [Due Date]. As of today, the total amount outstanding is [Amount].

We kindly ask that you make this payment at your earliest convenience to avoid any late fees or service interruptions. You can make your payment through our website, by mailing a check, or by calling our customer service line.

If you have already sent your payment, please disregard this notice. If you have any questions regarding your account or the payment process, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]