

Unpaid Utility Charges Alert

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your utility account is currently overdue. As of [Due Date], we have not received payment for the following charges:

- Service Period: [Start Date] to [End Date]
- Amount Due: \$[Amount]
- Invoice Number: [Invoice Number]

Please make the necessary payment by [New Due Date] to avoid any late fees or service disruption.

For your convenience, you can pay your bill online at [Payment Website] or contact our customer service at [Customer Service Phone Number] for further assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]