

Utility Account Payment Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received your payment for your utility account [Account Number]. The payment was due on [Due Date].

Please be aware that your account is now considered overdue. To avoid late fees or service interruptions, we kindly request that you submit your payment as soon as possible.

If you are experiencing any difficulties with the payment process or if there are any issues we can assist you with, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company's Name]

[Your Company's Address]

[Your Company's Phone Number]

[Your Company's Email]