

Utility Payment Deficiency Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you that our records indicate a deficiency in your utility payments for the account number [Account Number]. As of [Insert Date], your account shows an outstanding balance of [Insert Amount].

Please make the payment by [Insert Due Date] to avoid any late fees or service interruptions. You can make the payment using the following methods:

- Online: [Insert Online Payment Link]
- Mail: [Insert Mail Address]
- Phone: [Insert Phone Number]

If you have recently made a payment or believe this notice is in error, please contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]