

Action Required: Past Due Utility Account

Dear [Customer's Name],

We hope this message finds you well. This is a reminder that your utility account with us has an outstanding balance that is now past due. As of [Due Date], your account balance is [\$Amount Due].

To avoid potential service interruptions, we kindly ask that you make your payment by [Final Payment Date]. You can pay your bill through our website, by phone, or by visiting our customer service office.

If you have already made your payment, please disregard this notice. If you are experiencing financial difficulties, we encourage you to contact our office to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]