

# Outstanding Utility Bill Notification

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your utility bill for the month of [Insert Month] remains unpaid as of [Insert Due Date]. The total outstanding balance is [Insert Amount].

Please make the payment by [Insert New Due Date] to avoid any late fees or service interruptions. You can make your payment through [Insert Payment Methods].

If you have already made this payment, please disregard this notice. For any questions or concerns, do not hesitate to contact our customer service at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company's Name]

[Your Company's Contact Information]