

# Past Due Utility Bill Alert

Dear [Customer Name],

This is a reminder that your utility bill for the period of [Billing Period] has not been paid and is now past due. The total amount due is [Amount Due].

Please make your payment by [Due Date] to avoid any late fees or service interruptions.

You can pay your bill online at [Payment Link] or by calling our customer service at [Phone Number]. If you have already made the payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Company Name]  
[Contact Information]