

## **Second Reminder for Utility Payment**

Dear [Customer's Name],

This is a second reminder regarding your outstanding utility payment for the account number [Account Number]. The amount of [Amount Due] was due on [Due Date].

Please ensure that the payment is made at your earliest convenience to avoid any late fees or service interruptions. If you have already made your payment, please disregard this notice.

For your convenience, payments can be made through our website or by contacting our customer service department at [Customer Service Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]