

Urgent Reminder

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This is a friendly yet urgent reminder regarding your past due utility charges for the account number [Insert Account Number]. As of today, your balance is [Insert Amount], which was due on [Insert Due Date].

We understand that oversights can happen. However, to avoid any interruption in your utility services, please make the payment as soon as possible. For your convenience, you can make the payment through our online portal, by mail, or by visiting our office.

If you have already made the payment, please disregard this notice. Otherwise, please contact us at [Insert Contact Number] if you have any questions or require assistance.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]