

Utility Bill Delinquency Notification

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you that your utility account with us is currently delinquent. As of [Insert Date], your outstanding balance totals [Insert Amount]. Our records indicate that your payment was due on [Insert Due Date], and we have not yet received your payment.

It is important to address this matter promptly to avoid any disruption in your utility services. Please make your payment by [Insert Final Deadline Date] to avoid further penalties or service interruption.

You can make your payment through [Insert Payment Methods], or contact our customer service team at [Insert Phone Number] for assistance.

Thank you for your attention to this matter. We value you as a customer and look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]