

Utility Account Payment Terms

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Dear [Account Holder's Name],

We appreciate your business with us at [Utility Company Name]. Below are the payment terms applicable to your utility account:

Payment Due Date:

Your payment is due on or before [Insert Due Date].

Payment Methods:

- Online payment through our website
- Automatic bank draft
- Mail a check to our office

Late Payment Fees:

A late fee of [Insert Late Fee Amount] will be applied if payment is not received by the due date.

Contact Information:

If you have any questions regarding your account or payment, please contact us at:

[Utility Company Phone Number]

[Utility Company Email Address]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]