

Utility Bill Payment Notice

Date: [Insert Date]

Account Holder: [Insert Name]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Insert Name],

This is a notice regarding your utility bill payment for the period of [Insert Billing Period]. Our records indicate that your payment of [Insert Amount] is now overdue.

Please make the payment by [Insert Due Date] to avoid any late fees or service disruption. You can make your payment using the following methods:

- Online: [Insert Website]
- By Phone: [Insert Phone Number]
- In-Person: [Insert Payment Location]

If you have already made this payment, please disregard this notice. If you have any questions, feel free to contact our customer service at [Insert Customer Service Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Utility Company Name]

[Insert Contact Information]