

Utility Payment Reminder

Dear [Customer Name],

This is a friendly reminder that your utility payment for the month of [Month] is due on [Due Date].

Details of your account:

- Account Number: [Account Number]
- Amount Due: [Amount Due]
- Service Type: [Service Type]

Please make your payment by the due date to avoid any late fees or service interruptions. For your convenience, payments can be made through our website or at our office.

If you have already made your payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Contact Information]