

Monthly Utility Billing Cycle Update

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This letter serves as a notification regarding your monthly utility billing cycle.

Billing Period:

Your billing for the month of [Insert Month] will cover the period from [Start Date] to [End Date].

Billing Details:

- Previous Balance: \$[Amount]
- Current Charges: \$[Amount]
- Due Date: [Insert Due Date]
- Total Amount Due: \$[Total Amount]

For your convenience, we offer various payment options. Please ensure your payment is made by the due date to avoid any late fees.

If you have any questions or require further assistance, do not hesitate to contact our customer service team at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Utility Company Name]

[Your Company Contact Information]