

Utility Billing Schedule Announcement

Dear Valued Customer,

We are pleased to inform you about our utility billing schedule for the upcoming quarter:

- **Billing Period:** January 1, 2024 - March 31, 2024
- **Billing Date:** April 5, 2024
- **Payment Due Date:** April 20, 2024

Please ensure that all payments are made by the due date to avoid any late fees. For your convenience, you can pay your bill online through our website or at one of our local offices.

If you have any questions regarding your utility services or the billing schedule, please do not hesitate to contact our customer service team at (555) 123-4567 or via email at support@utilitycompany.com.

Thank you for your continued support.

Sincerely,

Your Utility Company