

Payment Reminder

Dear [Customer Name],

This is a friendly reminder that your utility payment for the account number [Account Number] is due on [Due Date].

Amount Due: \$[Amount]

For your convenience, you can make your payment online at [Payment Link] or by contacting our customer service at [Customer Service Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Utility Company Name]

[Contact Information]