

Utility Payment Reminder

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your utility payment for the period of [Billing Period] is due on [Due Date]. As of today, we have not yet received your payment of [Amount Due].

Please ensure that your payment is received by the due date to avoid any disruptions to your service. If you have already made this payment, please disregard this notice.

Deactivation Warning

If payment is not received by [Final Due Date], your service may be deactivated. We value you as our customer and hope to continue providing you with our services.

To make your payment, please visit [Payment Link or Instructions]. If you have any questions or need assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]