

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Electricity Bill Payment Reminder

Dear [Customer Service Team/Contact Name],

I hope this message finds you well. I am writing to remind you that my electricity bill for the month of [Month/Year] is due on [Due Date]. The account number associated with this payment is [Account Number].

As of today, the total amount due is [Amount Due]. Please ensure that this payment is processed on or before the due date to avoid any late fees or service interruptions.

If you have already processed this payment, please disregard this notice. Otherwise, I would appreciate a confirmation once the payment has been received.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]