

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Upcoming Electricity Bill Payment

We hope this message finds you well. This is a friendly reminder that your upcoming electricity bill for the period of [Billing Cycle Dates] will be due on [Due Date].

The total amount due is [Amount Due]. Please ensure that payment is made by the due date to avoid any late fees or service interruptions.

Payment options include:

- Online through our website
- By mail to the address provided above
- In-person at our local office

If you have any questions or need assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]