

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

Subject: Overdue Utility Bill Payment

Dear [Utility Company Customer Service/Collections Department],  
I hope this message finds you well. I am writing to inform you that I have an overdue payment for my utility bill associated with account number [Your Account Number]. The payment was due on [Due Date] and as of today, it remains unpaid.

Due to [brief explanation of reason, if applicable], I was unable to make the payment by the due date. I understand the importance of timely payments and apologize for any inconvenience this may have caused.

To resolve this matter, I am in the process of arranging for the payment of [\$Amount Due]. I expect to have this resolved by [New Payment Date].

Thank you for your understanding and assistance in this matter. Please let me know if there are any penalties or late fees that I should be aware of.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]