

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Utility Payment Due

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that your utility payment for the month of [Month] is due on [Due Date].

- ****Account Number****: [Account Number]

- ****Amount Due****: \$[Amount]

- ****Due Date****: [Due Date]

Please ensure that your payment is received by the due date to avoid any late fees or service interruptions. Payments can be made via [Payment Methods: e.g., online, mail, phone].

If you have already made this payment, please disregard this notice.

Should you have any questions or require assistance, feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]