

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Debt Collection Notice for Outstanding Utility Bill

Dear [Recipient Name],

We hope this letter finds you well. Our records indicate that your utility account with [Your Company Name] is currently past due. As of [Date], your balance stands at [Amount Due] for the period of [Billing Period].

Please be reminded that timely payment is essential to maintain uninterrupted utility service. We kindly ask that you remit your payment by [Final Due Date] to avoid further action.

Payment can be made through the following methods:

1. **\*\*Online:\*\*** Visit [Payment Website]
2. **\*\*By Mail:\*\*** Send a check or money order to:

[Your Company Name]

[Payment Address]

[City, State, Zip Code]

If you have already made your payment, please disregard this notice. If you are experiencing any hardship or have questions regarding your account, do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]