

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Late Fee Notice for Electricity Bill

We hope this message finds you well. This is a reminder that your electricity bill, dated [Due Date], remains unpaid as of today, [Current Date].

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

****Due Amount:**** [Total Amount Due]

As per our policy, a late fee of [Late Fee Amount] has been added to your account due to the overdue payment. The total balance now stands at [New Total Amount Due].

To avoid further late fees and service interruptions, please remit your payment by [Final Payment Deadline]. You may make your payment via [Payment Methods Available].

If you have already made the payment, please disregard this notice. If you have any questions or need assistance, feel free to contact us at [Customer Service Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]