

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

Subject: Late Payment Notice for Utility Services

Dear [Utility Company Name/Customer Service],  
I hope this message finds you well. I am writing to inform you that my payment for the utility services rendered on my account [Account Number] has been delayed. The payment that was due on [Due Date] has not yet been processed.

Due to [brief explanation of the reason for the late payment, if applicable], I was unable to make the payment on time. I understand the importance of timely payments and am committed to settling the outstanding balance.

Please note that I am making arrangements to pay the overdue amount of [Amount Due] by [Proposed Payment Date]. I kindly ask for your understanding during this time.

Thank you for your attention to this matter. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]