

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Overdue Notice for Electricity Bill

Account Number: [Account Number]

Due Amount: [Amount Due]

Original Due Date: [Original Due Date]

We hope this message finds you well. This is a friendly reminder that your electricity bill for the above account is now overdue.

As of today, the amount of [Amount Due] remains unpaid. We kindly request that you settle this balance at your earliest convenience to avoid any disruption of service.

You can make the payment through our website, by mail, or at any of our local offices. If you have already made this payment, please disregard this notice.

If you are facing financial difficulties, please contact our customer service team at [Customer Service Phone Number] to discuss possible payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]