

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Subject: Past Due Account Status for Water Bill

Dear [Customer's Name],

This letter is to inform you that your water bill account #[Account Number] is currently past due. As of [Due Date], a balance of [Amount Due] remains unpaid.

It is important to address this matter promptly to avoid any disruption of service. Please remit payment by [Final Payment Date] to prevent additional late fees or penalties.

Payments can be made online at [Payment Website], by mail to [Payment Address], or in person at our office.

If you have already sent your payment or believe this notice is in error, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email]