

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

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Past Due Gas Bill Notice

Dear [Utility Company Name],

Account Number: [Your Account Number]

I am writing to address my past due balance for my gas bill, which is currently overdue. As of [Due Date], the amount of [Total Due] remains unpaid.

I understand the importance of maintaining regular payments and apologize for any inconvenience this may have caused. I am currently in the process of resolving this and plan to make a payment by [Proposed Payment Date]. Please let me know if there are any fees associated with this late payment or if any further action is required on my part. I appreciate your understanding and assistance in this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]