

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

[Recipient's Name]
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Past Due Electric Bill Notification

Dear [Recipient's Name],

I hope this letter finds you well. This is to inform you that your electric bill for the period of [Billing Period] remains unpaid and is now past due. The amount currently outstanding is [Amount Due], which was due on [Due Date].

Please arrange for payment as soon as possible to avoid any late fees or service interruptions. You can make your payment through [payment methods available, e.g., online, mail, etc.].

If you have already submitted your payment, please disregard this notice.

If you have any questions or require assistance, do not hesitate to contact our customer service team at [Customer Service Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Utility Company Name]