

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Past Due Notice for Water Bill

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that your water bill for the period of [Billing Period] remains unpaid as of [Due Date]. The outstanding balance currently stands at [Amount Due]. Please note that prompt payment is essential to avoid any late fees or potential service interruption. We kindly ask that you make your payment by [Final Payment Date] to ensure continuous service.

Payment can be made via:

- [Payment Method 1]
- [Payment Method 2]
- [Payment Method 3]

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

Should you have any questions or concerns, feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]