

[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 Utility Account Notice

Dear [Utility Company Customer Service/Specific Name],

Account Number: [Your Account Number]

Due Date: [Original Due Date]

Past Due Amount: [Amount Due]

I am writing to address the outstanding balance on my utility account. As of [Current Date], I have not received confirmation regarding the payment for my bill that was due on [Original Due Date].

I understand that my account currently shows a past due balance of [Amount Due]. I genuinely apologize for any oversight on my part, and I am committed to resolving this matter as swiftly as possible.

Please let me know if there are any payment arrangements or assistance programs available that might help me settle this balance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]