

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

Account Number: [Your Account Number]

Dear [Utility Company Name],

I am writing to address the past due invoice for my utility account dated [Invoice Date], with the total amount of [Invoice Amount]. I recognize that the payment was due on [Due Date] and I apologize for any inconvenience this may have caused.

If there are specific reasons for the delay, please let me know. I am working diligently to resolve this matter and intend to make the payment by [Proposed Payment Date].

Thank you for your understanding and patience. Please let me know if there are any late fees or penalties that I should be aware of.

Sincerely,
[Your Name]