

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

[Customer's Name]  
[Customer's Address]  
[City, State, ZIP Code]

Dear [Customer's Name],

Subject: Past Due Utility Payment Reminder

We hope this message finds you well. This is a friendly reminder that your utility payment for [Service Type: e.g., electricity, water] is currently past due.

Account Number: [Account Number]

Due Date: [Original Due Date]

Amount Due: [Amount Due]

Please make your payment as soon as possible to avoid any late fees or service interruptions. You can pay your bill using the following methods:

1. Online at [Payment Website]
2. By phone at [Payment Phone Number]
3. By mail: Send a check to [Payment Mailing Address]

If you have already made this payment, please disregard this notice. If you have any questions about your bill or require assistance, do not hesitate to contact us at [Contact Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]