

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

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Dear [Customer Name],

Subject: Past Due Utility Bill Notification

We hope this message finds you well. This letter serves as a reminder that your utility bill for the account number [Account Number] is currently past due. According to our records, the payment of [Amount Due] was due on [Due Date].

To avoid service interruption and late fees, we kindly ask that you remit payment by [New Due Date].

For your convenience, payments can be made through our website, by mail, or over the phone. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or need to discuss payment arrangements, feel free to contact our customer service team at [Customer Service Phone Number].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]