

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

[Recipient Name]
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Utility Payment Warning

This letter serves as a formal notice regarding your account with [Utility Company Name], account number [Account Number]. Our records indicate that your payment due on [Due Date] in the amount of [Amount Due] has not been received.

As a result, this account is now considered past due, and we urge you to take immediate action to avoid service interruption. Failure to remit payment by [Final Payment Date] may result in further action, including disconnection of service.

For your convenience, payment can be made online at [Payment Website], by phone at [Payment Phone Number], or by mail. If you have already sent your payment, please disregard this notice.

Should you have any questions or require assistance, do not hesitate to contact our office at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Utility Company Name]