Date: [Current Date]

RE: NOTICE OF UNPAID UTILITY ACCOUNT

Account Number: [Account Number]
Service Address: [Address where utility was provided]
Amount Due: $[Total Balance]

Dear [Debtor Name],

This letter serves as formal notice that your account with [Utility Company Name] for [Type of Utility: e.g., Electric/Water/Gas] is currently past due. Our records indicate that you have failed to pay the outstanding balance of $[Total Balance], which was due on [Original Due Date].

Please be advised that this is a formal demand for payment. To avoid further collection action, which may include reporting this debt to national credit bureaus or pursuing legal remedies, please remit the full amount within [Number of Days, e.g., 30] days from the date of this letter.

Payment Options:

- **Online:** [Website URL]
- **By Phone:** [Phone Number]
- **By Mail:** Send a check or money order to [Payment Mailing Address]

If you believe this amount is incorrect or if you have already made this payment, please contact our billing department immediately at [Customer Service Phone Number] to provide proof of payment and resolve this discrepancy.

If you are experiencing financial hardship, please contact us to discuss available payment arrangements or assistance programs.

Sincerely,

[Your Name/Department Name]
[Utility Company Name]
[Company Phone Number]