

URGENT: SECOND NOTICE OF OVERDUE ACCOUNT

Date: [Insert Date]

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

Account Number: [Insert Account Number]

Outstanding Balance: \$[Insert Amount]

Dear [Customer Name],

Our records indicate that we have not yet received payment for your utility account, which remains past due. This is our second formal request for payment.

As of today, your account shows an outstanding balance of **\$[Insert Amount]**. This balance includes charges from your previous billing cycles and any applicable late fees.

To avoid further action, including the potential disconnection of your utility services and a negative impact on your credit rating, please submit the full payment immediately via one of the following methods:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- In Person: [Insert Payment Center Address]

If you are experiencing financial hardship or are unable to pay the full amount at this time, please contact our Billing Department at [Insert Phone Number] immediately to discuss a payment arrangement or to see if you qualify for assistance programs.

If you have already sent your payment, please disregard this notice. We appreciate your prompt attention to this matter.

Sincerely,

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