NOTICE OF DEFAULT: UNPAID UTILITY BALANCE

Date: [Insert Date]

From:
[Utility Company Name]
[Billing Department Address]
[City, State, Zip Code]
[Phone Number]

To:
[Account Holder Name]
[Service Address]
[City, State, Zip Code]

Account Number: [Insert Account Number]

Total Amount Overdue: $[Insert Amount]

Dear [Account Holder Name],

This letter serves as formal notice that your utility account is currently in default due to non-payment. Our records indicate that your balance of $[Insert Amount] is now [Insert Number] days past due.

Despite previous billing statements, we have not received the required payment. To avoid further action, please remit the full payment by [Insert Due Date].

Failure to settle this balance or contact us to establish a payment plan by the date mentioned above may result in the following:

- Disconnection of utility services.
- Reporting of this default to credit bureaus.
- Referral of your account to a third-party collection agency.
- Additional late fees and reconnection charges.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss payment arrangements, please contact our billing department immediately at [Insert Phone Number].

Sincerely,

[Sender Name/Department]
[Utility Company Name]