

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

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

RE: SECOND WARNING - URGENT NOTICE OF OVERDUE UTILITY ACCOUNT

Account Number: [Account Number]
Outstanding Balance: \$[Amount Due]
Original Due Date: [Date]

Dear [Customer Name],

We are writing to inform you that your utility account remains past due despite our previous notice sent on [Date of First Notice]. As of today, we have not received payment for the outstanding balance of \$[Amount Due].

Please be advised that this is your **second warning**. Failure to resolve this balance immediately may result in the following actions:

- Disconnection of utility services.
- Late payment penalties and interest charges.
- Referral of your account to an external collection agency.
- Reporting of this delinquency to credit bureaus.

If you have already sent your payment, please disregard this letter. If you are experiencing financial hardship, please contact our billing department immediately at [Phone Number] to discuss potential payment arrangements or assistance programs.

To avoid service interruption, please submit your payment via [Online Portal Link], by phone, or at our local office by [Final Deadline Date].

Sincerely,

[Sender Name/Signature]
[Department Name]
[Your Company Name]