

Date: [Insert Date]

To: [Tenant/Customer Name]

Address: [Property Address]

Account Number: [Insert Account Number]

Subject: SECOND NOTICE: OVERDUE UTILITY BILL

Dear [Tenant/Customer Name],

Our records indicate that your utility account remains past due. We previously sent a notice on [Date of First Notice] regarding your unpaid balance, but we have not yet received payment or a response from you.

Outstanding Balance: \$[Amount]

Due Date of Original Bill: [Insert Date]

Late Fees Applied: \$[Amount] (if applicable)

Please remit the total amount of **\$(Total Amount Due)** immediately to bring your account up to date. You can make a payment via [Payment Methods: e.g., online portal, check, or office drop-box].

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office at [Phone Number] or [Email Address] by [Insert Date].

Failure to settle this balance or contact us may result in further collection actions or a potential disruption of services.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Contact Information]