

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: SECOND NOTICE - Past Due Utility Bill for Account #[Account Number]

Dear [Recipient Name],

This letter serves as a second formal request for payment regarding your delinquent utility account. Our records indicate that we have not yet received payment for the outstanding balance mentioned in our previous notice dated [Date of First Notice].

As of [Current Date], your account is [Number] days past due with a total balance of **\$(Amount Due)**. This balance includes a late fee of **\$(Fee Amount)**.

Please remit the full payment immediately to avoid further action. You may pay your bill via the following methods:

- Online at: [Website URL]
- By phone at: [Phone Number]
- By mail to the address listed at the top of this letter

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and are unable to pay the full amount at this time, please contact our billing department at [Phone Number] to discuss a potential payment arrangement.

Failure to settle this balance or contact our office by [Deadline Date] may result in the disconnection of your utility services and/or the referral of your account to a collection agency.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title/Department]