

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

Date: [Current Date]

TO:

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

Account Number: [Account Number]
Past Due Amount: \$[Amount]
Original Due Date: [Date]

Subject: PAST DUE NOTICE

Dear [Customer Name],

This is a friendly reminder that your utility account is currently past due. Our records indicate that we have not received payment for the billing period ending [Date].

To keep your account in good standing and avoid any late fees or potential service interruptions, please remit payment immediately. You can pay your bill through the following methods:

- **Online:** [Website URL]
- **Phone:** [Phone Number]
- **Mail:** Send a check to the address listed above using the enclosed stub.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and cannot pay the full amount, please contact our customer service team at [Phone Number] to discuss payment arrangement options.

Thank you for your prompt attention to this matter.

Sincerely,

[Utility Company Name]
Billing Department