

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

[Date]

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

RE: SECOND NOTICE - PAST DUE UTILITY BILL

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

Dear [Customer Name],

Our records indicate that your utility account remains unpaid despite our previous notice. As of today, we have not received the payment for the balance listed above.

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

- Assessment of additional late fees or penalties.
- Disconnection of utility services.
- Reporting of delinquency to credit bureaus.

If payment has already been sent, please disregard this letter. Otherwise, please pay the outstanding balance via our online portal, by mail, or by calling our office.

If you are experiencing financial hardship and need to discuss a payment plan, please contact our billing department at [Phone Number] immediately to avoid service interruption.

Sincerely,

[Your Name/Department]
[Your Company Name]