

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

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

RE: OUTSTANDING BALANCE REMINDER - Account #[Account Number]

Dear [Customer Name],

This is a friendly reminder that your utility account currently has an outstanding balance. According to our records, your payment is now past due.

Account Summary:

- **Total Amount Due:** \$[Amount]
- **Original Due Date:** [Date]
- **Service Period:** [Start Date] to [End Date]

To ensure uninterrupted service and avoid potential late fees, please remit your payment as soon as possible. You can make a payment via our online portal, by phone, or by mail.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this bill, please contact our customer service department immediately to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]