

**Date:** [Insert Date]

**To:** [Customer Name]

**Address:** [Customer Street Address]

**City, State, Zip:** [City, State, Zip Code]

**Re: NOTICE OF UNPAID BALANCE - FINAL REMINDER**

**Account Number:** [Insert Account Number]

**Service Address:** [Insert Service Address]

Dear [Customer Name],

Our records indicate that your utility account remains unpaid following the disconnection of your services on [Date of Disconnection].

As of this date, your total outstanding balance is **[\$[Amount Due]**. This amount includes your final usage charges and any applicable late fees or disconnection penalties.

To prevent this account from being referred to an external debt collection agency or impacting your credit score, please submit the full payment by [Due Date].

**Payment Options:**

- **Online:** [Insert Website URL]
- **Phone:** [Insert Phone Number]
- **Mail:** Send a check to [Insert Payment Address]

If you have already made this payment, please disregard this notice. If you are unable to pay the full amount, please contact our billing department immediately at [Phone Number] to discuss a potential payment arrangement.

Sincerely,

[Company Name]

[Department Name]

[Contact Information]