

[Date]

[Customer Name]

[Service Address]

[City, State, Zip Code]

RE: DELINQUENT NOTICE - ACCOUNT #[Account Number]

Dear Customer,

This letter serves as a formal notice that your utility account for **Gas and Trash services** is currently past due. Our records indicate that your balance remains unpaid despite previous billing statements.

Account Summary:

- Past Due Amount: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**
- Original Due Date: [Date]

Please submit the total balance due by **[Final Payment Deadline Date]** to avoid further action. Failure to pay may result in the following:

- Discontinuation of Gas service.
- Suspension of Trash collection services.
- Additional reconnection fees and administrative penalties.
- Reporting of delinquency to credit bureaus.

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

Payments can be made online at [Website], by phone at [Phone Number], or in person at [Office Address].

Sincerely,

[Sender Name/Department]

[Utility Company Name]

[Contact Information]