

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

[Date]

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

RE: PAST DUE NOTICE - Account Number: [Account Number]

Dear [Customer Name],

This is a formal notification that your electricity bill for the period of [Start Date] to [End Date] is currently past due. Our records indicate that we have not yet received payment for your most recent statement.

Account Summary:

- **Total Amount Due:** \$[Amount]
- **Original Due Date:** [Due Date]
- **Late Fees Incurred:** \$[Fee Amount]

To avoid a disruption in your service and further late penalties, please submit your payment immediately. You can pay via the following methods:

- Online at: [Website URL]
- By phone at: [Phone Number]
- By mail using the enclosed envelope

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment plan, please contact our customer service department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]