

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

[Date]

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

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

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for your most recent utility bill, which was due on [Insert Date].

According to our records, a balance of \$[Insert Amount] remains outstanding. If you have already sent your payment, please disregard this notice.

If you have not yet made a payment, please do so immediately to avoid any late fees or potential service interruptions. You can pay your bill via the following methods:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mail: Please send a check to the address listed at the top of this letter.

If you are experiencing financial hardship or have questions regarding your bill, please contact our customer service department at [Insert Phone Number] so we can discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department Name]
[Company Name]