

[Date]

[Customer Name]

[Service Address]

[City, State, Zip Code]

[Account Number: XXXXXX]

RE: PAST DUE NOTICE - WATER AND SEWER BILL

Dear [Customer Name],

This is a formal notice that your water and sewer account is currently past due. Our records indicate that we have not received payment for the billing period ending [Date].

Account Summary:

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

Please submit your payment immediately to avoid further late penalties or the potential disconnection of your water services. If payment has already been sent, please disregard this notice.

Payment Options:

- Online: [Website URL]
- By Phone: [Phone Number]
- By Mail: [Mailing Address]

If you are experiencing financial hardship or believe there is an error with your bill, please contact our billing department at [Phone Number] between [Business Hours] to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Utility Company Name]

[Contact Information]