

## URGENT: ACTION REQUIRED

Date: [Insert Date]

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

Account Number: [Insert Account Number]

Dear [Customer Name],

Our records indicate that your utility account is currently past due. As of [Insert Date], we have not received payment for the following invoice(s):

- Invoice #[Number] - Due Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Due Date: [Date] - Amount: \$[Amount]

**Total Amount Outstanding: \$[Total Amount]**

To ensure uninterrupted service, please submit your payment immediately. You can pay your bill using the following methods:

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

If payment has already been sent, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment arrangement, please contact our billing department at [Insert Phone Number] as soon as possible.

Failure to settle this balance may result in a disruption of utility services and additional late fees.

Sincerely,

[Your Name/Department]  
[Company Name]  
[Contact Information]