

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

[Date]

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

Account Number: [Account Number]
Total Overdue Balance: [Amount]

RE: FINAL DEMAND FOR PAYMENT OF OUTSTANDING UTILITY BILLS

Dear [Customer Name],

This letter serves as a formal final demand for the immediate payment of your outstanding utility balance. Our records indicate that your account is severely past due, despite previous notices sent to you.

The total amount of [Amount] was due on [Original Due Date].

Please be advised that unless payment is received in full by [Deadline Date], we will be forced to take the following actions:

- Disconnection of your utility services on or after [Disconnection Date].
- Referral of your account to an external debt collection agency.
- Reporting of this delinquency to national credit bureaus, which may impact your credit score.
- Legal action to recover the debt, including applicable interest and legal fees.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship, please contact our billing department immediately at [Phone Number] to discuss a potential payment arrangement.

Payment can be made via [Payment Methods - e.g., Online Portal, Phone, or Mail].

We expect your prompt attention to this matter to avoid the interruption of your services.

Sincerely,

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