

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

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

Dear [Customer Name],

This is a friendly reminder that your utility bill for the period of [Billing Period] was due on [Due Date] and remains unpaid.

Our records show an outstanding balance of \$[Amount Due]. This amount includes any applicable late fees.

Please submit your payment as soon as possible to ensure uninterrupted service. You can pay your bill using the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Send a check or money order to [Payment Address]

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 billing department immediately at [Customer Service Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Utility Company Name]