

Date: [Insert Date]

TO:

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

FROM:

[Your Name/Company Name]
[Your Address]
[Your Phone Number]

RE: IMMEDIATE PAYMENT DEMAND FOR OUTSTANDING UTILITY BALANCE

Dear [Recipient Name],

This letter serves as a formal demand for the immediate payment of your overdue utility charges for the property located at [Service Address].

According to our records, your account is currently past due. Despite previous notifications, we have not received payment for the following balance:

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

Failure to settle this balance in full within [Number of Days, e.g., 5] business days from the date of this letter may result in the following actions:

- Disconnection of utility services.
- Assessment of late fees and reconnection charges.
- Referral of your account to a third-party collection agency.
- Reporting of this delinquency to credit bureaus.

Please remit payment immediately via [Insert Payment Methods, e.g., Online Portal, Check, or Phone].

If you have already made this payment, please disregard this notice. If you dispute this balance or are experiencing financial hardship, contact our office immediately at [Your Phone Number] to discuss a payment arrangement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]