DATE: [Current Date]

FROM:
[Utility Company Name]
[Billing Department Address]
[City, State, Zip Code]
[Phone Number]

TO:
[Account Holder Name]
[Service Address]
[City, State, Zip Code]

RE: NOTICE OF DELINQUENT UTILITY BALANCE

Account Number: [Insert Account Number]

Total Amount Overdue: $[Insert Amount]

Dear [Account Holder Name],

This letter serves as an official demand for payment regarding your delinquent utility account. Our records indicate that your account is currently past due in the amount of **$[Insert Amount]**. This balance reflects unpaid services provided between [Start Date] and [End Date].

Despite previous billing statements, we have not received the required payment. To avoid further action, please submit the full payment by **[Insert Due Date]**.

Failure to remit payment or contact our office to establish a payment plan by the date above may result in the following:

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

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

If you have already made this payment, please disregard this notice. If you believe there is an error regarding your balance or if you are experiencing financial hardship, please contact our Billing Department immediately at [Insert Phone Number].

Sincerely,

[Authorized Representative Name]
[Title]
[Utility Company Name]