

URGENT NOTICE

Date: [Insert Date]

Account Number: [Insert Account Number]

Property Address: [Insert Property Address]

To: [Tenant/Recipient Name]

Subject: FINAL NOTICE - PAST DUE UTILITY BILL

Dear [Recipient Name],

This letter is to formally notify you that your utility account for the property mentioned above is significantly past due. According to our records, the outstanding balance of \$[Insert Amount] was due on [Insert Original Due Date].

Failure to settle this balance immediately may result in the following actions:

- Disconnection of utility services (Water/Electricity/Gas).
- Late payment penalties and reconnection fees.
- Reporting of delinquency to credit bureaus.
- Legal action or eviction proceedings as per your lease agreement.

To avoid service interruption, please submit the full payment by [Insert Deadline Date]. Payments can be made via [Insert Payment Method - e.g., Online Portal, Check, Phone].

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment plan, please contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]