

# Utility Bill Arrears Demand Letter

**Date:**

**To:**

**Address:**

Subject: Demand for Payment of Outstanding Utility Bill Arrears

Dear

This letter is to formally notify you that your utility bill account is currently in arrears. The details are as follows:

**Account Number:**

**Outstanding Amount:**

**Due Date(s):**

We kindly request that you remit payment in full for the outstanding amount at the earliest possible date. Failure to do so may result in further action, which may include service disruption or legal proceedings.

If you have already made this payment, please disregard this letter or contact us with confirmation.

For any queries or assistance, please contact us at:

Sincerely,

**Utility Company Name**