

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Utility Billing Agreement Addendum

Dear [Tenant Name],

Enclosed with this letter, please find the Utility Billing Agreement Addendum for your lease at [Property Address].

This document outlines the responsibilities regarding utility payments, including [List Utilities, e.g., water, sewer, and trash]. This addendum is an official update to your current lease agreement and ensures that all billing procedures are clearly defined.

Please review the document, sign where indicated, and return it to our office by [Due Date]. You may return it via [Method of Return: e.g., email, mail, or tenant portal].

If you have any questions regarding the terms of this addendum, please contact [Name/Department] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]