

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF LEASE VIOLATION - UNPAID UTILITY BILLS

Dear [Tenant Name(s)],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Lease Start Date] regarding the payment of utility services for the property located at the address above.

According to our records and/or notifications from service providers, the following utility accounts are currently past due:

- **Utility Type:** [e.g., Water/Electric/Gas]
- **Past Due Amount:** \$[Amount]
- **Account Number (if known):** [Account Number]

Per Section [Section Number] of your lease agreement, you are required to maintain active utility services and pay all charges in a timely manner. Failure to pay utilities is a breach of your contract and, in some cases, may cause a health or safety hazard to the property.

Required Action:

You are required to pay the outstanding balance in full and provide proof of payment to the management office no later than [Due Date].

Failure to remedy this violation within the timeframe specified may result in further action, which may include eviction proceedings or the termination of your lease agreement.

If you have already paid this balance, please provide a receipt or confirmation number immediately so we can update our records. If you have any questions, please contact [Landlord/Manager Name] at [Phone Number].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]