

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: NOTICE OF LATE UTILITY FEE ASSESSMENT

Dear [Tenant Name],

This letter serves as formal notice that we have not received your utility payment for the period of [Billing Period Start Date] to [Billing Period End Date]. According to our records, your payment was due on [Due Date].

As per the terms of your lease agreement, a late fee has been assessed to your account. Please find the breakdown of the charges below:

- Past Due Utility Amount: \$[Amount]
- Late Fee Assessment: \$[Amount]
- **Total Amount Now Due: \$[Total Amount]**

Please remit the total amount due immediately to avoid further penalties or potential disruption of services. Payments can be made via [Payment Method/Portal].

If you have already sent your payment, please disregard this notice. If you believe this assessment is in error or if you are experiencing financial hardship, please contact our office at [Phone Number] as soon as possible to discuss this matter.

Thank you for your prompt attention to this balance.

Sincerely,

[Your Signature]
[Your Printed Name/Management Company Name]