

**Date:** [Insert Date]

**From:**

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

**To:**

[Tenant Name]

[Address]

[City, State, Zip Code]

**RE: PRE-EVICTION NOTICE FOR UNPAID UTILITIES**

Dear [Tenant Name],

This letter serves as a formal notice regarding unpaid utility charges for the property located at [Property Address]. According to your lease agreement, you are responsible for the payment of the following utilities:

- [Utility Type, e.g., Water]: \$[Amount] - Due Date: [Date]
- [Utility Type, e.g., Electricity]: \$[Amount] - Due Date: [Date]
- [Utility Type, e.g., Gas]: \$[Amount] - Due Date: [Date]

**Total Outstanding Balance: \$[Total Amount]**

Failure to pay these utilities is a violation of your lease agreement. Please be advised that if the total balance is not paid in full by [Deadline Date], we will be forced to begin formal eviction proceedings and/or legal action to recover the debt.

If you have already made this payment, please provide proof of payment immediately so we can update our records. If you are experiencing financial hardship, please contact us at [Phone Number] or [Email Address] to discuss a potential payment plan.

Please give this matter your immediate attention to avoid further legal action and potential termination of your tenancy.

Sincerely,

[Signature]

[Printed Name]

[Landlord/Property Manager]