

SECOND WARNING NOTICE: URGENT

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Re: Outstanding Utility Charges - Second Notice

Dear [Tenant Name],

This is a formal second warning regarding the unpaid utility charges for the property listed above. Our records indicate that your account remains delinquent despite our previous notice sent on [Date of First Warning].

As of today, your outstanding balance is \$[Total Amount Owed]. This balance consists of the following:

- [Utility Type/Period]: \$[Amount]
- [Utility Type/Period]: \$[Amount]
- Late Fees (if applicable): \$[Amount]

Please be advised that utility payments are a requirement of your lease agreement. Failure to settle this debt immediately may result in the following actions:

- Disconnection of utility services.
- Legal action to recover the debt.
- Initiation of eviction proceedings.

Please remit the full payment by [Due Date] to avoid further action. If you have already made this payment, please disregard this letter and provide us with a copy of your receipt for our records.

If you are experiencing financial hardship, please contact our office immediately at [Phone Number] to discuss a potential payment arrangement.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]