

**Date:** [Insert Date]

**To:** [Tenant Name]

**Address:** [Tenant Address/Unit Number]

**Subject: NOTICE OF LATE PAYMENT - UTILITY SUBMETERING**

Dear [Tenant Name],

This letter serves as a formal notice that we have not yet received payment for your utility usage for the billing period of [Start Date] to [End Date].

According to our records, your submetered utility account is currently past due. The details are as follows:

- **Invoice Date:** [Date]
- **Amount Due:** \$[0.00]
- **Late Fee (if applicable):** \$[0.00]
- **Total Balance Due:** \$[0.00]
- **Original Due Date:** [Date]

Please remit the total balance immediately to avoid further late charges or potential interruption of service, as permitted by your lease agreement and local regulations.

**Payment Methods:**

[Insert Payment Instructions, e.g., Online Portal, Check, or Money Order]

If you have already sent your payment, please disregard this notice. If you believe there is an error in this billing or if you are experiencing financial hardship, please contact our office immediately at [Phone Number] or [Email Address] to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]