

Date: [Insert Date]

Invoice Number: [Insert Invoice Number]

To:

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Invoice for Emergency Maintenance Services

Dear [Tenant Name],

This letter is to formally invoice you for emergency maintenance services performed at your residence on [Date of Service].

As per the terms of your lease agreement, emergency call-outs for issues determined to be caused by tenant negligence or non-emergency requests made after hours are subject to additional charges.

Service Details:

- **Nature of Emergency:** [Description of issue, e.g., clogged toilet, lost keys]
- **Action Taken:** [Brief description of repair]
- **Technician/Contractor:** [Name of company or staff]

Fee Breakdown:

- Emergency Call-Out Fee: \$[Amount]
- Labor Charges: \$[Amount]
- Parts/Materials: \$[Amount]
- **TOTAL DUE: \$[Total Amount]**

Please remit payment by [Due Date]. Payment can be made via [Insert Payment Method, e.g., online portal, check, or money order].

If you have any questions regarding this invoice, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]