

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Unit Number: [Unit Number, if applicable]

RE: FIRST WARNING - FAILURE TO MAINTAIN UTILITY SERVICES

Dear [Tenant Name],

This letter serves as a formal warning regarding your failure to maintain essential utility services at the above-referenced property. It has come to our attention that the following utility service(s) have been disconnected or are scheduled for disconnection:

- [Type of Utility: e.g., Electricity, Water, Gas]

Per the terms of your Lease Agreement, specifically Section [Insert Section Number], tenants are required to maintain active accounts for all essential utilities throughout the duration of the tenancy. Failure to maintain these services is a violation of your lease and poses a potential risk to the property (e.g., frozen pipes, lack of fire safety systems, or mold growth).

Required Action:

You are required to restore these services and provide proof of reconnection to the management office no later than [Insert Date/Time].

Please be advised that continued failure to maintain utilities may result in further disciplinary action, including but not limited to, legal proceedings or the termination of your lease agreement.

If you have already restored these services, please provide confirmation immediately so we may update our records.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]