

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

RE: FIRST WARNING - FAILURE TO MAINTAIN UTILITY SERVICES

Dear [Tenant Name],

This letter serves as a formal warning regarding the utility services at the property located at [Property Address].

It has come to our attention that the following utility service(s) have been disconnected or are not being maintained in your name: [List Utilities, e.g., Water, Electricity, Gas].

According to Section [Section Number] of your Lease Agreement, you are required to maintain active accounts for all essential utilities throughout the duration of your tenancy. Failure to maintain these services is a violation of your lease and poses a risk to the safety and integrity of the property.

Action Required:

You must restore these services and provide proof of an active account to the management office no later than [Deadline Date/Time].

Failure to rectify this situation immediately may result in further disciplinary action, including potential eviction proceedings or the management company restoring services at your expense, plus administrative fees.

If you have already resolved this issue, please contact us immediately to update our records.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]