

[Date]

[Resident Name]

[Unit Number]

[Property Name]

[City, State, Zip Code]

RE: Notice of Commencement of Submetered Utility Billing

Dear [Resident Name],

This letter serves as formal notification that submetered billing for [Utility Type, e.g., Water/Electricity] will commence for your unit effective [Start Date].

Individual submeters have been installed to measure the actual consumption within your unit. This transition ensures that you are only billed for the utilities you personally use, rather than a flat fee or a pro-rated share of the building total.

Important Billing Details:

- **First Billing Period:** [Date Range]
- **First Due Date:** [Date]
- **Billing Provider:** [Name of Billing Company]
- **Payment Method:** [Instructions on how to pay]

Your monthly statement will include your previous and current meter readings, the total usage for the period, and the applicable rate as determined by [Local Utility Provider/Regulatory Body].

If you have any questions regarding your submeter or the new billing process, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management Name]

[Title]