

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

Dear [Tenant Name],

Subject: Important Information Regarding Your Utility Submetering

This letter serves as a guide to help you understand how your utility usage is measured and billed through the submetering system installed in your unit.

What is a Submeter?

A submeter is a device that measures the actual consumption of [Electricity/Water/Gas] within your specific unit. This ensures that you only pay for the energy or resources you personally use, rather than a shared flat rate.

How Billing Works:

- **Reading Cycle:** Submeters are read once per month on approximately the [Day] of each month.
- **Calculation:** Your bill is calculated by multiplying your total usage (measured in [kWh/Gallons/CCF]) by the current rate charged by the local utility provider.
- **Invoicing:** You will receive a utility statement [separately/included with your rent invoice] on the [Date] of each month.

Payment Terms:

Payments are due by the [Date] of the month. Failure to pay utility charges may result in [Late Fees/Actions as per Lease Agreement].

Tips for Managing Your Usage:

- Monitor your usage patterns to identify high-energy periods.
- Report any suspected leaks or faulty appliances immediately to maintenance.
- Ensure all faucets and electronics are turned off when not in use.

Questions and Disputes:

If you believe there is an error in your meter reading or if you have questions regarding your statement, please contact the Management Office at [Phone Number] or [Email Address] within [Number] days of receiving your bill.

Thank you for being a valued resident.

Sincerely,

[Property Manager Name]
[Property Management Company]