

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip Code]

RE: FORMAL DEMAND FOR UNPAID UTILITIES

Dear [Tenant Name],

This letter serves as a formal demand for the payment of outstanding utility charges associated with your lease agreement for the property located at [Property Address].

As of [Current Date], our records indicate that the following utility payments are past due:

- [Utility Type - e.g., Water]: \$[Amount] (Period: [Date] to [Date])
- [Utility Type - e.g., Electricity]: \$[Amount] (Period: [Date] to [Date])
- [Utility Type - e.g., Gas]: \$[Amount] (Period: [Date] to [Date])

Total Outstanding Balance: \$[Total Amount]

Per the terms of your Lease Agreement dated [Lease Start Date], you are responsible for the timely payment of these utilities. Failure to pay these charges constitutes a breach of your lease contract.

Please remit the total amount of **\$[Total Amount]** to the management office no later than [Due Date - e.g., 5 days from receipt].

Payment can be made via [Method: e.g., Online Portal, Check, Money Order].

Failure to settle this debt or contact us to arrange a payment plan by the aforementioned date may result in further action, including but not limited to the initiation of eviction proceedings, reporting to credit bureaus, or legal action to recover the debt.

If you believe this balance is in error or if you have already sent payment, please contact [Contact Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Property Management Company Name, if applicable]