

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

NOTICE OF DEMAND FOR UTILITY ARREARS

Dear [Tenant Name],

This letter serves as a formal notice regarding the unpaid utility charges for the property located at [Property Address].

According to our records, your utility account is currently in arrears. The details of the outstanding balance are as follows:

- **Utility Type:** [e.g., Electricity/Water/Gas]
- **Billing Period:** [Start Date] to [End Date]
- **Total Amount Due:** \$[Amount]
- **Due Date:** [Original Due Date]

As per the terms of your lease agreement, you are responsible for the timely payment of all utility services. Please remit the total amount of **\$[Amount]** by no later than **[Deadline Date]**.

Payment can be made via [Insert Payment Method, e.g., online portal, check, or bank transfer].

Failure to settle this balance by the date specified above may result in further action, which may include utility service disconnection, late fees, or legal proceedings as permitted by your lease and local laws.

If you have already made this payment, please disregard this notice. If you believe there is an error in this billing or if you are experiencing financial hardship, please contact us immediately at [Phone Number] or [Email Address] to discuss a payment arrangement.

Sincerely,

[Your Name/Landlord Name]

[Your Contact Information]