

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF PAST DUE UTILITY BILL

Dear [Tenant Name],

This letter serves as a formal notice that your utility account for the property located at [Property Address] is currently past due. According to our records and the terms of your lease agreement, you are responsible for the payment of the following utilities:

- **Utility Type:** [e.g., Water/Sewer/Electric]
- **Account Number:** [Account Number]
- **Past Due Amount:** \$[0.00]
- **Original Due Date:** [Date]

Failure to pay utility bills is a violation of your lease agreement. Please provide proof of payment or remit the total amount due to [Landlord/Management Name] by [Required Date] to avoid further action, which may include late fees, service disconnection, or legal proceedings regarding lease non-compliance.

If you have already made this payment, please disregard this notice and provide a copy of the receipt for our records.

If you are experiencing financial hardship or believe there is an error in this billing, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]