

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

RE: FORMAL DEMAND FOR UNPAID UTILITY BALANCES

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 the address above.

According to our records, the following utility payments are past due:

- **Utility Type:** [e.g., Water/Electricity] - **Amount:** \$[Amount] - **Period:** [Date Range]
- **Utility Type:** [e.g., Gas/Trash] - **Amount:** \$[Amount] - **Period:** [Date Range]

Total Outstanding Balance: \$[Total Amount]

Pursuant to your lease agreement, you are required to maintain these payments. Please remit the total balance of \$[Total Amount] to the landlord/management office no later than [Due Date].

Failure to pay this balance in full by the date specified above may result in further action, which may include the commencement of eviction proceedings and/or legal action to recover the debt. This letter serves as a preliminary notice before such actions are taken.

If you have already made this payment, please provide proof of payment immediately so we can update our records. If you wish to discuss a payment plan, please contact us at [Phone Number/Email].

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Contact Information]