

[Property Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: NOTICE OF OVERDUE UTILITY PAYMENT

Dear [Tenant Name],

This letter is to inform you that we have not yet received payment for your utility charges for the period of [Start Date] to [End Date].

According to our records, the following amount is currently past due:

- **Utility Type:** [e.g., Water/Sewer/Trash]
- **Amount Due:** \$[Amount]
- **Due Date:** [Original Due Date]

Please submit your payment in full by [New Due Date] to avoid any further action or potential late fees as outlined in your lease agreement.

If you have already made this payment, please disregard this notice. If you believe there is an error in this statement or if you are experiencing financial difficulties, please contact our office immediately at [Phone Number] to discuss the matter.

Payments can be made via [Payment Method: Online Portal/Check/Money Order].

Thank you for your prompt attention to this matter.

Sincerely,

[Property Manager Name]
[Property Management Company Name]