[Date]

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

RE: SECOND NOTICE - UNPAID UTILITY CHARGES

Dear [Tenant Name],

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

As of today, our records indicate that your account remains past due. Despite our previous notice sent on [Date of First Notice], we have not yet received payment for the following balance:

- **Utility Type:** [e.g., Water/Electricity/Gas]
- **Billing Period:** [Start Date] to [End Date]
- **Amount Due:** $[Amount]
- **Late Fees (if applicable):** $[Amount]
- **Total Balance:** $[Total Amount]

Please remit the total amount due immediately to avoid further action. Payment can be made via [Payment Method, e.g., Online Portal, Check, or Money Order].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in this billing, please contact our office immediately at [Phone Number] or [Email Address] to discuss a payment plan.

Failure to settle this balance by [Due Date] may result in [mention consequences, e.g., service disconnection, legal action, or a formal lease violation notice].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Contact Information]