

Important Utility Bill Information

Dear [Tenant's Name],

We hope this message finds you well. This letter is to inform you about important details regarding your utility bill for the rental property located at [Property Address].

Utility Providers:

- Electricity: [Electric Company Name] - Account Number: [Account Number]
- Water: [Water Company Name] - Account Number: [Account Number]
- Gas: [Gas Company Name] - Account Number: [Account Number]
- Internet/Cable: [Provider Name] - Account Number: [Account Number]

Billing Schedule:

Your utility bills are due on the [Due Date] of each month. Please ensure that payments are made on time to avoid any late fees.

Contact Information:

If you have any questions or concerns regarding your utility bills, please feel free to reach out to the respective utility providers using the contact information provided below:

- [Electric Company Name] - Phone: [Phone Number]
- [Water Company Name] - Phone: [Phone Number]
- [Gas Company Name] - Phone: [Phone Number]
- [Provider Name] - Phone: [Phone Number]

Thank you for your attention to this matter. Please let us know if you need any further assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]