

Utility Bill Notification

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This is a reminder that your utility bill for the month of [Insert Month] is now available. Please find the details below:

- Account Number: [Insert Account Number]
- Total Amount Due: [Insert Amount]
- Due Date: [Insert Due Date]

Please ensure that the payment is made by the due date to avoid any late fees. If you have any questions regarding your bill, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]