

Utility Payment Split Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves to inform you of the upcoming utility payment split for the [specify utility, e.g., electricity, water, etc.] for the month of [Insert Month].

The total amount due for the utility is \$[Total Amount]. As per our agreement, this amount will be split among the tenants as follows:

- [Tenant 1's Name]: \$[Amount]
- [Tenant 2's Name]: \$[Amount]
- [Tenant 3's Name]: \$[Amount]

Each tenant is responsible for paying their portion by [Insert Due Date]. Please ensure that your payment is submitted on time to avoid any late fees.

If you have any questions or concerns regarding this split payment, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]