

Utility Fee Policy Explanation

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to transparency and clear communication, we would like to take a moment to explain our utility fee policy.

As outlined in your lease agreement, utility fees are allocated based on the following criteria:

- **Water:** Charges are based on actual usage measured by the water meter.
- **Electricity:** The fee is calculated using a flat rate per unit of electricity consumed.
- **Gas:** Monthly fees depend on individual usage as recorded by the gas meter.

Please note that all utility fees are due alongside your rent on the [Due Date]. Late payments will incur a fee as specified in your lease agreement.

For any questions or further clarification regarding your utility fees, do not hesitate to contact our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company]