

Notification of Utility Bill Reassessment

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we will be reassessing the utility bill charges associated with your rental unit at [Property Address]. This reassessment is necessary to ensure that all billing is accurate and reflective of your actual usage.

The reassessment will take place on [Date], and you may notice adjustments in your upcoming utility bills. If you have any questions or require further information regarding this process, please do not hesitate to reach out to us.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]