

# Adjustment Notice for Water Usage Surcharge Fees

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This notice serves to inform you of an adjustment in your water usage surcharge fees based on the recent usage reports.

According to our records for the billing period of [Insert Billing Period], your water usage exceeded the standard allowance and has resulted in a surcharge of [Insert Amount]. The previous fee was [Insert Previous Amount]. Your new total fee for this period is [Insert New Total Amount].

We understand that adjustments in water usage can occur due to various reasons, and we encourage you to reach out to us if you have questions or need assistance in managing water consumption.

Please ensure that the adjusted payment is made by the due date of [Insert Due Date].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Property Management Name]

[Contact Information]