

Annual Review of Water Usage Surcharge

Date: [Insert Date]

Tenant Name: [Tenant's Name]

Property Address: [Property Address]

Dear [Tenant's Name],

We hope this letter finds you well. As part of our annual review process, we are conducting an assessment of water usage for the year [Insert Year]. This assessment is crucial in determining the water usage surcharge that may be applicable to your account.

Based on our records, your total water usage for the past year has been [Insert Total Usage] gallons. According to the terms of your lease agreement, this amount exceeds the allotted usage of [Insert Allotted Usage] gallons, resulting in a surcharge of [Insert Surcharge Amount].

This surcharge will be applied to your next billing statement. We encourage you to review your water consumption and consider ways to reduce usage to avoid similar surcharges in the future.

If you have any questions or would like to discuss this assessment further, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]