

Notice of Water Usage Surcharge

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about our water usage surcharge policy that will be applied to your rental charges starting from [Effective Date]. This policy is implemented to encourage responsible water usage and to manage the rising costs associated with water consumption.

The surcharge will be calculated based on the amount of water used beyond the average consumption level for our community, which is currently set at [Average Consumption Level] gallons per month for a household of your size.

Any excess usage will result in a surcharge of [Surcharge Rate] per gallon over the limit. We encourage you to monitor your water usage and take note of any leaks or excessive consumption to avoid incurring extra charges.

If you have any questions or concerns regarding this policy, please do not hesitate to contact the management office at [Contact Information]. We appreciate your cooperation in this matter and your continued residence in our community.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Management Company/Property Name]