

# Important Notification for Tenants

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change regarding the water usage surcharge associated with your tenancy.

After a review of the water consumption records for your unit, it has come to our attention that there has been an increase in usage over the past billing period. As a result, effective [Insert Effective Date], there will be an increase in your water usage surcharge.

The new surcharge will be reflected in your monthly rental statement, and we encourage you to be mindful of your water consumption during this time.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]