

Reminder: Upcoming Water Usage Surcharge

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that a water usage surcharge will be applied to your account on [Effective Date] as per your lease agreement.

Please ensure that your water usage remains within the specified limits to avoid any additional charges. Should you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]