

Winter Heating Cost Sharing Agreement

Date: [Insert Date]

To: [Insert Name/Committee]

From: [Your Name]

Dear [Insert Name/Group],

As winter approaches, it is important for us to discuss and finalize the communal heating costs for our shared spaces. This letter serves as a proposal for the cost-sharing of our winter heating arrangements.

Cost Breakdown

- Total Estimated Heating Cost: [Insert Amount]
- Number of Participants: [Insert Number]
- Individual Share: [Insert Individual Amount]

Payment Schedule

We propose the following payment schedule:

- Initial Payment Due by: [Insert Date]
- Second Payment Due by: [Insert Date]

We hope to finalize this agreement by [Insert Date]. Please confirm your participation and share any suggestions you may have.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]