

Lease Agreement Maintenance Fees Notification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. As per the terms of your lease agreement dated [Insert Lease Start Date], we would like to remind you of the upcoming maintenance fees due for the property located at [Property Address].

The maintenance fee is set at [Amount] and is due on [Due Date]. This fee is essential for ensuring that all communal areas and facilities are well-maintained and serviced regularly.

Please ensure that the payment is made by the due date to avoid any late fees. Payment can be made via [Payment Methods]. Should you have any questions or require further clarification, feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]