

Utility Overage Email

Hello (Tenant Name),

Recently we received an unusually high bill for a utility that is included in your rent.

It is important that even though this utility is included in your rent, you are careful about conserving and keeping the usage to a minimum. Remember that according to your lease you will be billed for overages.

The overage amount you are responsible for is \$(Amount). I have attached a copy of the bill.

Please remit payment and conserve usage to avoid future billing.

Please submit payment immediately for the entire balance of \$(Amount) to avoid further interest costs. This payment may be made via cash, cheque, email money transfer, or money order.

By conserving energy in the future we can avoid this situation occurring again.

Thank you for your cooperation,

(Your Name)
(Company Name)
(Company Address)
(Phone number)
(Email Address)