

Dear Tenant,

Date...../...../.....

Mr./Mrs./Miss./Ms.

REF: UTILITY BILL PAYMENT NOTICE

This is to inform you that on behalf of the Property Owner, We the Property Managing Agency of Mr./Ms.....'s Property at..... Estate/Sub County, Busia County, have noted with a **lot of concern**, your failure in making timely and consistent Utility bill payments on the premise rented and occupied by you.

Note, this constitutes a lease/tenancy agreement violation as pertains Clause 1 of the signed Tenancy agreement that states, ***"Pay the rent and service charge, electricity and water charges incurred and payable here under at the time and in the manner aforesaid to the Agent or as may be directed clear of any deductions whatsoever"***.

You are hereby notified to clear your outstanding bill balances to ***avoid disconnections or denial of the Utilities*** and also ***avoid increased costs due penalties on late payments or reconnection fees/charges***.

Pay only to the designated Service Provider Account. Your current balances on Electricity/Water/Litter Bill(s) (tick where applicable) amounts to Kshs...../=.

Thank you for your Co-operation, and please let us know if you have any serious questions/enquiries about your lease/tenancy or utility billing.

Yours' truly

The Administrator,

Lesia International Agencies

CC: -Company Advocate

-Property Owner

-Clients File