

TO:

By Certified Mail RRR

Print Name

Street Address

City, State & Zip

RE: water utility

Dear Sir/Madam:

I write to request that you pay your delinquent account with

_____ (name of utility) by
_____ (date). I received a notice from the water utility and am
concerned my water utility will be shut off.

If you refuse to pay the water bill, I will contact the water utility on
_____ (date) and ask them to put my portion of the bill in my
name. It will then be my intent to monthly or bi-monthly pay what I owe and deduct that
amount of rent from my monthly rental.

Thank you for your cooperation. I trust we will be able to work this out. Every month
when I pay you rent, I pay for my water utility. It is only fair you pay the bill so I do not
face water shut-off.

Dated: _____

Sincerely,

Print Name

Street Address

City, State & Zip