

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Maintenance Cost Allocation - [Property Address/Description]

Dear [Recipient Name],

This letter is to formally notify you of the maintenance work recently performed at [Property Address] and the subsequent allocation of costs associated with these repairs.

The following maintenance activities were completed:

- [Description of Work 1] - Completed on [Date]
- [Description of Work 2] - Completed on [Date]

In accordance with the [Lease Agreement / Homeowners Association Bylaws / Shared Maintenance Agreement] dated [Date of Agreement], the total costs incurred are being distributed among the responsible parties as follows:

Total Invoice Amount	[\$[Total Amount]]
Your Allocation Percentage	[Percentage]%
Total Amount Due from You	[\$[Amount Due]]

Please find the attached copies of the original invoices for your records. We kindly request that payment be made by [Due Date] via [Payment Method: e.g., Check, Bank Transfer, Portal].

If you have any questions regarding these repairs or the calculation of your share, please contact [Name/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Contact Information]