

H. Notice for Payment Letter Template

Name
Address
Town
Postcode

Insert date

Dear

Notice for Payment

As you are aware, our building requires communal maintenance works to be carried out which all owners are financially responsible for. The attached **Notice for Payment** is a formal request for the lodging of your share of the estimated cost of the works.

The Notice details the required maintenance works, quotes obtained and voted on. Details of the awarded contractor, the estimate and the reason it was selected as the preferred option.

Prior to the contractor starting works the full amount of the estimate must be deposited into the buildings maintenance account. Please ensure that your share is deposited by (*insert date*) to the maintenance account detailed on the Notice for Payment.

If any part of this Notice is not clear, or if you have any questions please do not hesitate to contact me directly on (*insert lead owners contact details*).

Yours sincerely

(insert name)