



City of Tenino

149 Hodgden St. S
PO Box 4019
Tenino, WA 98589

(360) 264-2368
Fax (360) 264-5772
kcanup@cityoftenino.org

ADDRESS BLOCK

1234
5697

RE: Past Due Utility Bill – INSERT SERVICE ADDRESS

Dear INSERT NAME:

Your utility account with the City of Tenino is past due in the amount of \$ <INSERT>. Please be advised that Washington State Proclamation 20-23.15 expired on September 30, 2021. The City of Tenino will resume disconnection of service for past due accounts on December 10, 2021. As a public water utility, we are not able to forgive or write-off balances.

In order to avoid disconnection of services, please contact the City of Tenino to set up a payment plan or pay the past due amount by November 30, 2021.

In addition to the payment plan option, the following additional resources may be available.

- 2-1-1 Washington- <https://wa211.org/> or by dialing 2-1-1 on your phone. If you have trouble dialing the number 2-1-1, please dial 1-877-211-9274. 2-1-1 Washington is a free confidential community service and your one-stop connection to the local services you need, from utility assistance, food, housing, health, childcare, after school programs, elder care, crisis intervention and much more.
- Community Action Council of Lewis, Mason & Thurston Counties – <https://caclmt.org/>
- Homes First - <https://www.homesfirst.org/covid19resources>

Your immediate attention to this issue is requested. Please contact City Hall to bring your account current or to set up a payment plan.

Thank you,

Jen Scharber

Jen Scharber
Utility Billing Clerk
360.264.2368
Jscharber@cityoftenino.org