

# Utility Bill Distribution Notice

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the itemized utility bill distribution for your unit, [Unit Number], for the billing period of [Billing Period].

## Itemized Utility Charges

Utility Type	Charges
Electricity	[\$Amount]
Water	[\$Amount]
Gas	[\$Amount]
Trash Removal	[\$Amount]
Total Due	[\$Total Amount]

Please make your payment by [Due Date] to avoid any late fees. Payments can be made via [Payment Methods].

If you have any questions regarding this bill or if you would like to dispute any charges, please do not hesitate to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]