

Monthly Utility Cost Summary

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Utility Cost Breakdown for [Insert Month]

Utility Type	Cost (\$)
Electricity	[Insert Electricity Cost]
Water	[Insert Water Cost]
Gas	[Insert Gas Cost]
Internet	[Insert Internet Cost]
Other	[Insert Other Costs]
Total Cost	[Insert Total Cost]

Thank you for your prompt payments. If you have any questions regarding this summary, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]