

Shared Utility Expenses Explanation

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. As part of your tenancy agreement, we wanted to take a moment to clarify the shared utility expenses incurred during the last billing period.

The following utility expenses are included:

- Electricity: \$[Amount]
- Water: \$[Amount]
- Gas: \$[Amount]
- Internet: \$[Amount]

The total shared utility cost for this billing period is \$[Total Amount]. This amount will be divided among all tenants based on the agreed-upon ratio outlined in your lease.

If you have any questions or concerns regarding the billed amounts or how these charges are calculated, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Landlord/Property Management Company Name]