

Utility Bill Breakdown

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. Please find below the breakdown of your utility bill for the month of [Insert Month/Year].

Utility Bill Details

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

For any questions regarding your bill, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]