

# Utility Charges Detailed Report

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Address]

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Dear [Tenant Name],

We hope this message finds you well. Please find below the detailed report of utility charges for the period of [Insert Period]:

Utility Type	Billing Period	Usage (kWh/Gallons)	Rate (\$)	Total Charge (\$)
Electricity	[Insert Billing Period]	[Usage]	[Rate]	[Total Charge]
Water	[Insert Billing Period]	[Usage]	[Rate]	[Total Charge]
Gas	[Insert Billing Period]	[Usage]	[Rate]	[Total Charge]

**Total Utility Charges: \$[Total Amount]**

If you have any questions or concerns regarding this report, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]