

# Utility Cost Sharing Breakdown

Date: [Insert Date]

Dear Housemates,

I hope this message finds you well. Here is the breakdown of our utility costs for the month of [Insert Month/Year]. Please find the details below:

Utility	Total Cost	Share per Person
Electricity	[\$[Electricity Total]]	[\$[Electricity Share]]
Water	[\$[Water Total]]	[\$[Water Share]]
Gas	[\$[Gas Total]]	[\$[Gas Share]]
Internet	[\$[Internet Total]]	[\$[Internet Share]]

Total Amount Due: \$[Total Due]

Everyone's share is due by [Insert Due Date]. Please let me know if you have any questions or concerns.

Thank you!

Best regards,  
[Your Name]