

# Service Usage Breakdown

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with a detailed breakdown of your service usage for the past month. This information is intended to help you understand how your services are being utilized.

## Service Summary

Service Type	Usage Amount	Billing Amount
Service A	[Usage A]	[Cost A]
Service B	[Usage B]	[Cost B]
Service C	[Usage C]	[Cost C]

Total Amount Due: [Total Amount]

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]