

Monthly Utility Fee Breakdown

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Utility Fees for [Month, Year]

Utility Type	Amount
Electricity	#[Amount]
Water	#[Amount]
Gas	#[Amount]
Internet	#[Amount]
Trash Collection	#[Amount]

Total Due: #[Total Amount]

Please ensure that the total amount is paid by [Due Date].

If you have any questions regarding this breakdown, feel free to reach out.

Thank you,

[Your Name]

[Your Contact Information]