

Letter of Clarification on Shared Utility Expenses

Date: [Insert Date]

To: [Occupant's Name]

Address: [Occupant's Address]

Dear [Occupant's Name],

I hope this letter finds you well. I am writing to clarify the shared utility expenses for our residence located at [Property Address]. As per our agreement, the utility costs are to be shared equally among all occupants.

The total utility expenses for the month of [Insert Month/Year] are as follows:

- Electricity: \$[Amount]
- Water: \$[Amount]
- Gas: \$[Amount]
- Internet: \$[Amount]

This brings the total shared cost to \$[Total Amount], making each occupant's share \$[Individual Share]. Please ensure that your payment is made by [Payment Deadline].

If you have any questions or require further clarification regarding these expenses, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]