

Utility Expense Overview

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. Below is a detailed overview of the utility expenses for the month of [Insert Month/Year].

Utility Expenses Breakdown:

Utility Type	Billing Period	Amount (\$)
Electricity	[Start Date] to [End Date]	[Electricity Amount]
Water	[Start Date] to [End Date]	[Water Amount]
Gas	[Start Date] to [End Date]	[Gas Amount]
Internet	[Start Date] to [End Date]	[Internet Amount]

Total Utility Expenses: \$[Total Amount]

If you have any questions regarding this overview, please feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]