

# Explanation of Utility Charges

Date: [Insert Date]

To: [Renter's Name]

[Renter's Address]

Dear [Renter's Name],

We hope this message finds you well. We are writing to provide you with an explanation of the utility charges reflected in your recent bill for the month of [Insert Month].

The utility charges are broken down as follows:

- **Electricity:** \$[Amount] - Based on usage of [XX kWh].
- **Water:** \$[Amount] - Based on your consumption over the past month.
- **Gas:** \$[Amount] - Charges incurred for heating and cooking.

These rates are determined by the respective utility providers and may vary due to factors such as seasonal demand and changes in provider pricing. We encourage you to reach out if you have any questions or if you believe there are inaccuracies in the charges.

Thank you for your understanding. Please feel free to contact us if you need any further clarification.

Sincerely,

[Your Name]

[Your Title / Position]

[Property Management Company Name]

[Contact Information]