

Tenant Utility Fees Statement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves to provide a statement regarding your utility fees for the month of [Insert Month/Year]. Please find the details below:

Utility Type	Amount Due
Electricity	[Insert Amount]
Water	[Insert Amount]
Gas	[Insert Amount]

Total Amount Due: [Insert Total Amount]

Please ensure that payment is made by [Insert Due Date] to avoid any late fees.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]