

Utility Billing Explanation

Date: [Insert Date]

Dear [Resident's Name],

We hope this message finds you well. We are reaching out to provide some clarity regarding your recent utility bill.

Your bill reflects usage from [start date] to [end date]. The total amount due is [amount]. Below is a breakdown of the charges:

- Water Usage: [amount] gallons at [rate] per gallon = [total]
- Electricity Usage: [amount] kWh at [rate] per kWh = [total]
- Waste Management: [monthly fee]
- Other Fees: [description and amount]

The increase in your bill this month is attributed to [explanation, e.g., seasonal changes, increased usage, etc.]. We encourage you to monitor your utility usage and consider [suggestions for reduction or assistance programs].

If you have any questions or require further assistance, please do not hesitate to contact our office at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Details]