

# Utility Costs Clarification

Date: [Insert Date]

To: [Leaseholder's Name]

Address: [Leaseholder's Address]

Dear [Leaseholder's Name],

I hope this letter finds you well. We are writing to clarify the utility costs associated with your lease at [Property Address]. There have been some inquiries regarding the calculations and breakdown of these charges.

The utility costs are divided as follows:

- Electricity: [Insert Amount]
- Water: [Insert Amount]
- Gas: [Insert Amount]
- Any additional charges: [Insert Amount]

These amounts are based on our agreements and the usage recorded for the previous billing cycle. Should you have any questions or require further clarification regarding these charges, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]