

# Utility Fee Breakdown

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Tenant Name],

We hope this message finds you well. Please find below the breakdown of the utility fees for the month of [Insert Month] [Insert Year].

Utility Type	Cost
Water	#[Insert Amount]
Electricity	#[Insert Amount]
Gas	#[Insert Amount]
Trash	#[Insert Amount]
<b>Total</b>	<b>#[Insert Total]</b>

Please let us know if you have any questions regarding the utility charges.

Thank you,  
[Your Name]  
[Your Position]  
[Your Contact Information]