

# Resident Utilities Information Notification

Date: [Insert Date]

To: [Resident's Name]

Address: [Resident's Address]

Dear [Resident's Name],

We hope this message finds you well. This letter serves to inform you about important utilities information pertaining to your residence.

## Utilities Details:

- Water Supply: [Provider Name] - Account Number: [Account Number]
- Electricity: [Provider Name] - Account Number: [Account Number]
- Gas: [Provider Name] - Account Number: [Account Number]

Please note the following:

1. Payment due dates: [Insert Due Dates]
2. Contact information for emergencies: [Insert Contact Information]
3. Any changes to service will be communicated promptly.

If you have any questions or require further assistance, please do not hesitate to contact our office at [Office Phone Number] or [Office Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]