

Utility Cost Agreement

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to present this Utility Cost Agreement for your review and authorization. This agreement outlines the terms and conditions regarding the utility costs associated with [specific project or location].

Agreement Terms

- **Utility Services:** [List of utility services covered]
- **Estimated Monthly Cost:** [Insert amount]
- **Payment Terms:** [Insert payment terms]
- **Agreement Duration:** [Insert duration]

By signing below, you acknowledge and authorize the terms of this agreement.

Authorization

[Recipient Name]

[Title]

[Date]

We appreciate your prompt attention to this matter and look forward to your approval.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]