

Utility Costs Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I hope this message finds you well. I am writing to inquire about the estimated utility costs for my residence located at [Your Address]. As I am planning my budget for the upcoming months, it would be greatly helpful to receive an estimate of the monthly utility expenses including electricity, water, and gas.

Could you please provide me with the average utility costs based on previous billing statements or any applicable rates? If possible, I would appreciate information on any fixed fees, variable rates, and additional charges that may apply.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]