

Utility Consumption Explanation for [Month/Year]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves to explain the utility consumption for your account during the month of [Month/Year].

Utility Breakdown:

- Electricity: [kWh used] - [Cost]
- Water: [Gallons used] - [Cost]
- Gas: [Therms used] - [Cost]

Your total utility consumption for the month is [Total Usage] with a total bill of [Total Cost].

Please note that the increase in usage may be attributed to [explain any unusual factors such as weather conditions, increased occupancy, or equipment malfunctions].

We encourage you to review your consumption patterns and consider ways to conserve energy and resources. If you have any questions regarding your bill or usage, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]