

Annual Utility Assessment Notification

Date: [Insert Date]

Dear [Recipient Name],

We are writing to inform you of the upcoming Annual Utility Assessment for the property located at [Property Address]. This assessment will evaluate the utility usage and associated fees for the past year.

The assessment period covers [Start Date] to [End Date]. Please ensure that any outstanding invoices related to utilities are settled by [Settlement Date].

If you have any questions regarding this assessment or your utility bills, feel free to contact our office at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]