

# Utility Billing Assessment

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Address: [Insert Account Holder's Address]

Dear [Account Holder's Name],

We are writing to inform you of the recent assessment of your utility billing for the period of [Insert Billing Period]. After a thorough review, we have customized your billing to reflect your actual usage and any applicable changes in rates.

Below are the details of your customized utility billing assessment:

<b>Description</b>	<b>Previous Charge</b>	<b>New Charge</b>
Water Usage	[Insert Previous Charge]	[Insert New Charge]
Electricity Usage	[Insert Previous Charge]	[Insert New Charge]
Gas Usage	[Insert Previous Charge]	[Insert New Charge]
<b>Total</b>	<b>[Insert Previous Total]</b>	<b>[Insert New Total]</b>

If you have any questions or require further assistance regarding this assessment, please do not hesitate to contact our customer service department at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]