

# Utility Rate Breakdown

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. Below is the breakdown of your utility rates for the billing period of [Insert Billing Period]:

Utility Type	Rate per Unit	Units Used	Total Cost
Electricity	[\$[Insert Rate]]	[Insert Units]	[\$[Insert Total]]
Water	[\$[Insert Rate]]	[Insert Units]	[\$[Insert Total]]
Gas	[\$[Insert Rate]]	[Insert Units]	[\$[Insert Total]]
<b>Total Amount Due</b>			<b>[\$[Insert Grand Total]]</b>

If you have any questions regarding this breakdown or your bill, please do not hesitate to contact us at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]