

Utility Expense Comparison Overview

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Utility Expense Comparison Overview

Dear [Recipient's Name],

I hope this message finds you well. Please find below the comparison of utility expenses for the last three months:

Utility Type	Month 1	Month 2	Month 3	Average
Electricity	[\$Amount1]	[\$Amount2]	[\$Amount3]	[\$Average]
Water	[\$Amount1]	[\$Amount2]	[\$Amount3]	[\$Average]
Gas	[\$Amount1]	[\$Amount2]	[\$Amount3]	[\$Average]

As reflected in the table, the overall trend in utility expenses shows [brief analysis of the trends].

Please let me know if you need further details or have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]