

Annual Utility Account Overview

Date: [Insert Date]

Dear [Customer's Name],

We hope this letter finds you well. We are pleased to provide you with your annual utility account overview for the year [Insert Year].

Account Summary

Account Number: [Insert Account Number]

Total Usage: [Insert Total Usage] kWh

Total Charges: \$[Insert Total Charges]

Monthly Breakdown

Month	Usage (kWh)	Charges (\$)
January	[Insert Usage]	[Insert Charges]
February	[Insert Usage]	[Insert Charges]

Payment Information

For your convenience, you can make payments online at [Insert Website] or contact our customer service at [Insert Phone Number].

Thank you for being a valued customer. If you have any questions regarding your account, please do not hesitate to reach out.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]