

# Utility Account Statement

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Address: [Insert Address]

**Billing Period: [Insert Start Date] to [Insert End Date]**

## Utility Charges

Description	Usage	Rate	Amount
Electricity	[Insert Usage] kWh	[Insert Rate] per kWh	[Insert Amount]
Water	[Insert Usage] gallons	[Insert Rate] per gallon	[Insert Amount]
Gas	[Insert Usage] therms	[Insert Rate] per therm	[Insert Amount]

## Summary

Total Amount Due: [Insert Total Amount]

Due Date: [Insert Due Date]

## Payment Instructions

Please send your payment to:

[Insert Payment Address]

## Customer Service

If you have any questions, please contact us at:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your prompt payment!