

# Utility Bill Breakdown Explanation

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Dear [Customer Name],

We appreciate your continued use of our services. This letter is to provide you with a detailed breakdown of your recent utility bill dated [Insert Bill Date].

## Bill Summary

- Previous Balance: [Previous Balance]
- Payments Received: [Payments Received]
- Current Charges: [Current Charges]
- Total Amount Due: [Total Amount Due]

## Detailed Charges

Service Type	Usage	Rate	Amount
Electricity	[Electricity Usage] kWh	[Electricity Rate]	[Electricity Amount]
Water	[Water Usage] gallons	[Water Rate]	[Water Amount]
Gas	[Gas Usage] therms	[Gas Rate]	[Gas Amount]

## Additional Information

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

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]