

# Utility Service Summary

Date: [Insert Date]

To: [Business Name]

Address: [Business Address]

## Utility Service Summary

Dear [Recipient's Name],

We are pleased to provide you with a summary of your utility services used during the period of [start date] to [end date]. Please find the details below:

Utility Type	Usage (Units)	Rate per Unit	Total Cost
Electricity	[Electricity Usage]	[Electricity Rate]	[Electricity Total]
Water	[Water Usage]	[Water Rate]	[Water Total]
Gas	[Gas Usage]	[Gas Rate]	[Gas Total]

Total Summary:

Total Cost of Utilities: [Total Summary Cost]

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]