

# Utility Service Usage Report

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to present the utility service usage report for the period of [Start Date] to [End Date]. Below is a summary of the utility usage:

## Electricity Usage

Total Consumption: [X kWh]

Peak Demand: [Y kW]

## Water Usage

Total Consumption: [X gallons]

## Gas Usage

Total Consumption: [X therms]

We appreciate your attention to these details. If you have any questions or require further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]