

# Breakdown Request for Utility Expenses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to request a detailed breakdown of my utility expenses for my account with the number [Your Account Number] for the billing period of [Insert Billing Period].

Please include a detailed list of charges, including but not limited to:

- Base Charges
- Consumption Charges
- Taxes and Fees
- Any Additional Charges

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]