

Utility Expense Evaluation Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Utility Expense Evaluation for [Property/Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an evaluation of the utility expenses for [Property/Project Name] for the period of [insert time frame].

After conducting a thorough review, the following points summarize our findings:

- Total utility costs for the period: \$[Insert Amount]
- Comparison with previous periods: [Insert Details]
- Areas identified for potential savings: [Insert Details]
- Recommendations for future utility management: [Insert Recommendations]

Please let me know if you would like to discuss this evaluation further or require additional details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]