

# Utility Usage Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Unusual Utility Usage Report for [Property Name/Location]

Dear [Recipient's Name],

We are writing to report an unusual pattern in the utility usage for the commercial property located at [Property Address/Location]. After reviewing the utility consumption data for the past [time period], we have observed the following:

## Summary of Findings

- **Utility Type:** [Electricity/Water/Gas]
- **Normal Usage:** [Insert Normal Usage]
- **Current Usage:** [Insert Current Usage]
- **Percentage Change:** [Insert Percentage Change]

## Possible Causes

[Briefly describe possible causes for the unusual usage, such as equipment malfunctions, operational changes, or external factors.]

## Recommendations

We recommend the following actions to address the unusual utility usage:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

Please let us know how you wish to proceed regarding this matter. We are here to assist you in any way necessary.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]