

Utility Usage Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are reaching out to inform you about your recent utility usage for the period of [Insert Period].

Your usage details are as follows:

- Electricity: [Insert Usage] kWh
- Water: [Insert Usage] gallons
- Gas: [Insert Usage] therms

This usage represents a [percentage increase/decrease] compared to the previous period. We encourage you to review your consumption habits and consider implementing energy-saving strategies.

If you have any questions or need assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]