

Utility Consumption Summary

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Address]

Dear [Tenant Name],

We hope this message finds you well. Please find below the summary of your utility consumption for the period of [Insert Start Date] to [Insert End Date].

Utility Consumption Details

Utility Type	Previous Reading	Current Reading	Consumption (Units)	Total Amount Due (\$)
Electricity	[Previous Electricity Reading]	[Current Electricity Reading]	[Electricity Consumption]	[Electricity Amount]
Water	[Previous Water Reading]	[Current Water Reading]	[Water Consumption]	[Water Amount]
Gas	[Previous Gas Reading]	[Current Gas Reading]	[Gas Consumption]	[Gas Amount]

Total Amount Due: \$[Total Amount]

Please ensure that the total amount due is settled by [Insert Due Date] to avoid any late fees.

If you have any questions regarding this summary, feel free to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]