

Utility Budget Planning Guide

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Organization's Name]

Subject: Utility Budget Planning Guide for Non-Profit Organizations

Dear [Recipient's Name],

As a valued partner in our mission to serve the community, we are pleased to share our Utility Budget Planning Guide designed specifically for non-profit organizations. This guide aims to help you effectively plan and manage your utility expenses, ensuring that you maximize your resources.

In this guide, you will find:

- Step-by-step instructions for estimating your utility costs.
- Tips for energy conservation to reduce expenses.
- Resources for applying for utility assistance programs.
- Sample budget templates for your organization.

We hope this guide is a useful tool for your organization. Please feel free to reach out if you have any questions or need further assistance.

Thank you for your commitment to making a difference in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]