

# Annual Utility Usage Review

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide you with an overview of your utility usage for the past year. This annual review aims to help you understand your consumption patterns and identify opportunities for energy savings.

## Utility Usage Summary

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

## Average Monthly Consumption

Your average monthly consumption for each utility is as follows:

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

## Recommendations

Based on your usage patterns, we suggest the following to reduce your utility costs:

- Implement energy-efficient appliances.
- Monitor your consumption during peak hours.
- Consider water-saving fixtures.

If you have any questions regarding your utility usage or would like to discuss further strategies for energy efficiency, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]