

Utility Usage Notice

Date: [Insert Date]

To: [Tenant/Property Manager Name]

Address: [Property Address]

Dear [Tenant/Property Manager Name],

We are writing to inform you about the utility usage for the commercial property located at [Property Address]. Our records indicate that the usage levels from [Start Date] to [End Date] have exceeded the expected range based on previous assessments.

Please review the details below:

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

We encourage you to take measures to reduce consumption and optimize efficiency. If you have any questions or need assistance, feel free to contact our office at [Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]