

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Position]  
[Utility Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Utility Rate Increase

I hope this letter finds you well. I am writing to inform you that there will be an increase in utility rates effective [effective date]. This decision was made due to [brief explanation of reasons, such as rising operational costs, infrastructure improvements, etc.].

The new rates will be as follows:

- [Service Type 1]: [Old Rate] to [New Rate]
- [Service Type 2]: [Old Rate] to [New Rate]
- [Any additional services, if applicable]

We understand that this change may cause concern, and we want to assure you that we are committed to delivering the highest quality of service while ensuring sustainability and reliability.

Should you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]  
[Your Job Title]  
[Utility Company Name]