

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

Dear [Recipient Name],

Subject: Notification of Utility Price Increase

I hope this letter finds you well. I am writing to formally inform you about the recent increase in utility prices that will take effect starting [Effective Date].

Due to [brief explanation of the reasons for the price increase, e.g., rising operational costs, infrastructure upgrades, or changes in regulations], we have made the difficult decision to adjust our pricing structure.

The new rates will be as follows:

- [Service 1]: [Old Rate] - [New Rate]
- [Service 2]: [Old Rate] - [New Rate]
- [Service 3]: [Old Rate] - [New Rate]

We understand that this increase may impact your budget, and we are committed to providing you with the highest quality service possible. To assist our customers, we are offering [mention any available assistance programs, payment plans, or resources].

Thank you for your understanding and continued support. If you have any questions or concerns, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

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