

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

Dear [Recipient Name],

Subject: Notice of Utility Bill Increase

We hope this message finds you well. We are writing to inform you of an upcoming change to your utility billing. Due to [reason for the hike, e.g., increased operational costs, infrastructure improvements], there will be an increase in your utility rates effective [start date of new rates].

The new rates will be reflected in your bill starting [first billing period affected], and you can expect to see an increase of approximately [percentage or dollar amount] in your monthly charges.

We understand that any increase in your expenses can be challenging, and we want to help you prepare for this change. [Optional: Include any tips or resources for energy saving, payment plans, or assistance programs available.]

If you have any questions or concerns regarding this change, please do not hesitate to contact our customer service team at [customer service phone number] or [email address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]