

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

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

Dear [Recipient's Name],

Subject: Notice of Utility Bill Increase

We hope this letter finds you well. We are writing to inform you of an upcoming change to your utility bill that will take effect on [Effective Date].

Due to [brief explanation of reasons for the increase, e.g., rising operational costs, inflation, infrastructure investments], we will be implementing an increase in our rates. The new rates will reflect on your bill starting from [Billing Cycle/Date].

Here are the details of the increase:

- Current Rate: \$[Current Rate]
- New Rate: \$[New Rate]
- Percentage Increase: [Percentage]%
- Estimated Monthly Impact: \$[Estimated Increase Amount]

We understand that any increase in bills can be challenging, and we are committed to assisting you during this transition. [Optional: Mention any programs or assistance available to help customers manage the increase].

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [Contact Information] or visit our website at [Website URL] for more information.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Utility Provider Name]