

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

Dear [Utility Company Customer Service/Specific Contact Name],

Subject: Notification of Changes in Utility Billing

I hope this message finds you well. I am writing to inform you about recent changes that have been implemented regarding the billing process for utility services.

[Outline the specific changes in utility billing, such as new rates, payment methods, billing cycles, additional fees, etc. Include any relevant dates or deadlines associated with these changes.]

We understand that changes in billing practices may raise questions or concerns. Our priority is to ensure that our customers are informed and prepared for these updates. Should you have any inquiries or require further clarification, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter and for your continued partnership.

Sincerely,

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