

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

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

Subject: Notice of Utility Bill Increase

We hope this letter finds you well. We are writing to inform you of an upcoming increase in your utility rates that will take effect on [effective date]. This change is necessary to continue providing reliable services and to support infrastructure improvements.

The new rates will impact your monthly bill as follows:

- Current Rate: \$[current rate]

- New Rate: \$[new rate]

We understand that any increase in expenses can be concerning, and we want to assure you that we have worked diligently to keep this increase as minimal as possible.

For additional information regarding this adjustment and how it may affect your service, please visit our website [website URL], or contact our customer service team at [customer service phone number].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Utility Company Name]