

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Increased Utility Costs

We hope this letter finds you well. We are writing to inform you about an upcoming change to your utility rates that will take effect on [date].

Due to [reason for increase, e.g., rising supply costs, infrastructure improvements, etc.], we will be adjusting our utility costs.

Starting from [effective date], your new rate will be [new rate]. This change is necessary to ensure we continue to provide reliable services and maintain the quality that you expect from us.

We understand that rate increases can be challenging, and we are committed to assisting our customers during this transition. 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 [customer service email].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]