

Subject: Important Notice: Upcoming Utility Bill Adjustment

Dear [Customer Name],

We hope this message finds you well. We want to inform you about an upcoming adjustment to your utility bill. Due to [reason for increase, e.g., rising operational costs, infrastructure improvements], there will be an increase in your rates effective [date of increase].

Please find the details of the new rates below:

- Current Rate: \$[current rate]
- New Rate: \$[new rate]
- Percentage Increase: [percentage]

We understand that any increase in costs can be challenging, and we are committed to providing you with the best possible service. We encourage you to visit our website at [website link] for tips on how to manage your utility usage effectively.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]

[Website URL]