

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Utility Bill Increase

We hope this message finds you well. We are writing to inform you of an upcoming increase in your utility rates, which will take effect on [effective date].

Due to [brief explanation of reasons for increase, e.g., rising operational costs, investments in infrastructure, etc.], your monthly utility bill will reflect a change. The new rates will result in an average increase of [percentage or dollar amount] per month for most customers.

We understand that any increase in utility costs can be concerning, and we want to assure you that we are committed to providing reliable service and maintaining transparency throughout this process.

For your convenience, you can find detailed information about the new rates on our website at [website link]. If you have any questions or would like to discuss this matter further, 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 continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]