

[Your Company/Utility Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Dear [Customer Name/Valued Customer],

Subject: Announcement of Utility Bill Rate Increase

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our utility rates that will take effect on

[Effective Date].

After careful consideration and review of our operational costs, we find it necessary to implement a rate increase of [percentage/amount] to ensure the continued delivery of high-quality service and maintenance of our infrastructure.

The new rates will be as follows:

- [Service Type 1]: [Old Rate] - [New Rate]
- [Service Type 2]: [Old Rate] - [New Rate]
- [Additional Services, if any]: [Old Rate] - [New Rate]

We understand that changes in billing can create concerns, and we are committed to assisting you during this transition. We encourage you to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email] if you have any questions or would like to discuss payment options.

We are dedicated to providing you with reliable service and appreciate your understanding and support as we implement these necessary changes.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Utility Name]