

****Subject:**** Important Notice: Upcoming Utility Bill Increase

****Dear** [Customer Name],******

We hope this message finds you well. We want to inform you about an upcoming adjustment to our utility rates that may affect your bills beginning [Effective Date].

****What You Need to Know:****

- ****New Rate Structure:**** The average increase will be [percentage]% based on [reasons for increase, e.g., rising operational costs, infrastructure investment].

- ****Your Estimated New Bill:**** Based on your previous bills, we estimate your utility bill will be approximately [new estimated amount].

- ****Effective Date:**** The new rates will take effect on [date].

****Support and Resources:****

We understand that changes in utility costs can be challenging. We encourage you to visit our website at [website link] for tips on conserving energy and managing your utility expenses, as well as information about assistance programs available to you.

If you have any questions or concerns, please don't hesitate to reach out to our customer service team at [customer service contact information].

Thank you for your understanding and continued support.

Best regards,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]

[Website URL]