

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Customer Name]
[Customer Address]
[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Utility Bill Increase

We are writing to inform you of an upcoming adjustment to your utility bill that will take effect on [effective date]. Due to [brief explanation of reasons for the increase, e.g., rising operational costs, infrastructure improvements, regulatory changes], we will be increasing your monthly rates.

Effective [effective date], your new monthly rate will be [new rate]. This change will allow us to continue providing you with reliable and quality service.

We understand that budget adjustments can be challenging, and we encourage you to reach out if you have any questions or concerns regarding this change. You can contact us at [phone number] or [email address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]