

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Announcement of Utility Bill Increase

We hope this letter finds you well. We value your commitment as a customer and want to inform you of an upcoming change that will affect your utility bill.

Effective [Effective Date], there will be an increase in our utility rates due to [reason for the increase, e.g., rising operational costs, infrastructure improvements, etc.]. The new rates will be reflected in your billing statement as follows:

- Current Rate: [Current Rate]

- New Rate: [New Rate]

We understand that changes in utility costs can impact your budget, and we assure you that this decision was made after careful consideration. We are continually striving to provide you with reliable service while maintaining high-quality standards.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to 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 Title]

[Your Company Name]

[Contact Information]