

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Notice of Utility Service Charge Increase

We hope this message finds you well. We are writing to inform you about an upcoming change to our utility service charges, which will take effect on [effective date].

Due to [brief explanation of the reason for the increase, e.g., rising operational costs, infrastructure improvements, etc.], we find it necessary to adjust our rates to continue providing reliable service.

The new rates will be as follows:

- [Service Type 1]: [New Rate]
- [Service Type 2]: [New Rate]
- [Service Type 3]: [New Rate]

We understand that any increase in service charges can be difficult, and we are committed to being transparent and supportive during this transition. Should you have any questions or need further assistance, 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 Title]

[Your Company Name]

[Company Contact Information]