

Public Utility Service Adjustment Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you of an adjustment to your public utility service. This adjustment will take effect on [Effective Date]. The change is necessary due to [brief explanation of the reason for the adjustment, e.g., increased operational costs, regulatory requirements, etc.].

Your new rate will be as follows:

- Previous Rate: [Previous Rate]
- New Rate: [New Rate]

We encourage you to review your service plan and make any necessary changes during this adjustment period. If you have any questions or concerns, 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 patronage.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Contact Information]