

Utility Rate Change Announcement

Date: [Insert Date]

Dear [Customer/Resident],

We are writing to inform you about an upcoming change to our utility rates that will take effect on [Effective Date]. This adjustment is necessary to ensure we can continue to provide you with reliable service and maintain the infrastructure needed for our operations.

Details of the rate change are as follows:

- Current Rate: [Current Rate]
- New Rate: [New Rate]
- Effective Date: [Effective Date]

We understand that changes in rates can be challenging, and we are committed to helping you manage this shift. To assist with this transition, we encourage you to visit our website at [Website URL] for tips on how to conserve energy/water and reduce your utility bills.

If you have any questions or need further information, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]