

# Notice to Tenants

Date: [Insert Date]

Dear Tenants,

This is to inform you that there will be a change in utility charges effective [Insert Start Date]. As part of our ongoing commitment to provide clear communication, we want to ensure that you have all the necessary information regarding these changes.

Details of the Utility Charges:

- Electricity: [Insert New Rate]
- Water: [Insert New Rate]
- Gas: [Insert New Rate]

Please take note that these changes will be reflected in your next billing cycle. If you have any questions or concerns, feel free to contact our office at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]