

# Notification of Utility Billing Changes

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an important change regarding your utility billing.

Effective [Effective Date], there will be a change in the way your utility charges are calculated and billed. This change is due to [Reason for Change]. Please note the following details:

- **New Billing Method:** [Description of the New Billing Method]
- **New Rate Structure:** [Description of New Rates if applicable]
- **Additional Information:** [Any additional notes or relevant information]

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and cooperation.

Thank you.

Sincerely,  
[Your Name]  
[Your Title]  
[Property Management Company Name]