

Confirmation of Energy Service Adjustment

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm the adjustment to your energy service that you requested on [Insert Request Date]. Your updated service details are as follows:

- Account Number: [Insert Account Number]
- New Service Plan: [Insert New Service Plan]
- Effective Date: [Insert Effective Date]
- Monthly Rate: [Insert New Monthly Rate]

If you have any questions or need further assistance, please feel free to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for choosing [Your Company Name]. We appreciate your business.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]