Utility Service Confirmation

Date: [Insert Date]

[Your Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you of an upcoming change in your utility rates that will take effect on [effective date]. This adjustment is necessary to ensure that we can continue to provide you with reliable services and maintain our infrastructure.

The new rates will be as follows:

- Residential Rate: $[New Rate]
- Commercial Rate: $[New Rate]
- Industrial Rate: $[New Rate]

We understand that changes in rates can affect your budget, and we encourage you to reach out to us if you have any questions or concerns. Our customer service representatives are here to assist you.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Your Utility Company Name]

[Contact Information]