

Utility Service Confirmation Letter

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to confirm your request for a seasonal adjustment to your utility services. This adjustment will take effect on [Start Date] and will continue until [End Date]. During this period, your service will be modified to better suit your seasonal needs.

Details of the Adjustment:

- Service Type: [Service Type]
- Adjusted Rate: [Adjusted Rate]
- Effective Dates: [Start Date] to [End Date]

If you have any questions or require further assistance, please feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]