

Utility Bill Reassessment Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a reassessment of your utility bill for the billing period of [start date] to [end date].

After a thorough review, we have identified some discrepancies which may affect your total charges. As a result, the following adjustments will be applied to your account:

- **Previous Bill Amount:** \$[Previous Amount]
- **Adjusted Amount:** \$[Adjusted Amount]
- **Effective Date of Adjustment:** [Effective Date]

We appreciate your understanding as we strive to ensure that all billing information is accurate. If you have any questions or need further clarification, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]