

# Utility Rate Increase Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an upcoming adjustment to our utility rates, effective [Insert Effective Date]. This decision was not made lightly, and we would like to provide you with a clear understanding of the factors that have led to this increase.

Over the past few years, we have faced rising operational costs, including increases in labor, maintenance, and fuel prices. Additionally, in our commitment to providing quality service and ensuring the reliability of our infrastructure, we have invested significantly in upgrading our facilities and technology.

To sustain our operations and continue to meet the needs of our customers, we find it necessary to implement a [Insert Percentage]% increase in utility rates. The new rates will allow us to maintain the high standards you expect from us and to invest in future improvements for the community.

We understand that this change may affect your budget, and we are here to assist you. If you have any questions or concerns regarding your account or the new rates, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]