

Notice of Utility Cost Increase

Date: [Insert Date]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an upcoming increase in utility costs that will affect your account.

Effective [Effective Date], the cost of [specific utility, e.g., electricity, water] will increase by [percentage or amount]. This change is due to [brief reason for increase, e.g., rising operational costs, maintenance expenses].

We understand that any increase in utility costs can be challenging, and we are committed to providing you with the best possible service. If you have any questions or would like to discuss this matter further, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]