

Notification of Increased Utility Charges

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to our utility charges effective [Insert Effective Date].

Due to [briefly state reason for increase, e.g., rising operational costs], there will be an increase in your utility rates. The new rates will be as follows:

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

We understand that price changes can be challenging, and we want to assure you that we are committed to providing you with quality service. We encourage you to contact our customer service department if you have any questions or require further clarification.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]