

Notification of Utility Rate Adjustment

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our utility rates that will take effect on [Effective Date].

After careful consideration and review, we find it necessary to adjust our rates in order to continue providing reliable and high-quality service. The new rates will be as follows:

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

We understand that rate adjustments can be challenging, and we are committed to ensuring transparency throughout this process. If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]