

Utility Service Charge Adjustment Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Utility Company Name],

We are writing to inform you of an adjustment to your utility service charges. This adjustment is a result of [brief explanation of reason for adjustment, e.g., recent rate increase, correction of billing error, etc.].

Your new service charge will be effective from [effective date] and will be reflected on your next billing statement. The details of the adjustment are as follows:

- Previous Charge: \$[amount]
- Adjusted Charge: \$[amount]
- Effective Date: [date]

If you have any questions or require further clarification regarding this adjustment, please do not hesitate to contact our customer service team at [customer service phone number] or [customer service email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]