

# Important Notice: Utility Service Rate Increase

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Dear [Insert Customer Name],

We are writing to inform you that, effective [Insert Effective Date], there will be an increase in the rates for our utility services. This adjustment is necessary to maintain and improve the quality of our services and to comply with regulatory requirements.

The new rates will result in an increase of approximately [Insert Percentage Increase]% in your monthly bill. Your new rate will be [Insert New Rate].

We understand the impact that this increase may have on your budget and we are committed to supporting our customers during this transition. If you have any questions or concerns, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Utility Company Name]

[Insert Utility Company Contact Information]