

Confirmation of Seasonal Utility Rate Revision

Date: [Insert Date]

[Your Name]

[Your Title]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm the recent revision to your seasonal utility rates as discussed. The new rates will take effect on [effective date] and will apply to your account as follows:

- Previous Rate: [Previous Rate]
- New Rate: [New Rate]
- Effective Date: [Effective Date]

If you have any questions regarding this adjustment or would like further clarification, 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 partnership.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]