

# Dear [Resident's Name],

We are writing to inform you about an important update regarding the utility services provided in your area. As part of our commitment to improving service reliability and customer satisfaction, we are making enhancements to our coverage.

Starting from [Effective Date], the following changes will take place:

- Expanded coverage areas to include [specific neighborhoods or areas].
- Improved infrastructure to ensure more consistent service delivery.
- New customer service options to enhance your experience.

We understand that these changes may raise questions, and we are here to help. Please feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued member of our community. We look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Phone Number]

[Utility Company Website]