

Notice of Utility Bill Format Adjustments

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about some upcoming adjustments to the format of our utility bills, effective [Insert Effective Date].

The adjustments aim to enhance clarity and improve the overall customer experience. Key changes include:

- Reorganized bill layout for easier comprehension.
- Inclusion of a detailed usage history.
- New payment options and due date reminders.

We believe these changes will provide you with a better understanding of your utility usage and billing. If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your continued support.

Sincerely,
[Your Company Name]