

Notice of Utility Bill Format Updates

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you that starting from [Insert Effective Date], we will be updating the format of our utility bills. This change is aimed at enhancing clarity and providing you with more detailed information about your usage and charges.

The new format will include:

- Detailed breakdown of charges
- Clearer usage statistics
- Improved payment options and due dates

Please note that your monthly billing amount will remain unchanged. We encourage you to review your bill carefully once the new format is implemented.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]