

Utility Bill Update Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you of an upcoming update regarding your utility bill. Effective [Insert Effective Date], there will be a change in the billing format which includes the following changes:

- Enhanced clarity on usage details
- New payment options
- Updated customer service contact information

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]