

Utility Bill Format Modification Notification

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Dear [Customer Name],

We are writing to inform you that starting from [Effective Date], we will be modifying the format of our utility bills. The changes are designed to enhance clarity and ensure that you have all the necessary information at your fingertips.

Some key changes include:

- New layout for easier reading.
- Detailed breakdown of charges.
- Updated billing cycles and due dates.

We believe these modifications will provide a better experience for our valued customers. If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,
[Your Company Name]

[Your Company Address]

[Your Company Contact Information]