

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an upcoming change to our utility billing format, effective from **[Effective Date]**. This update aims to enhance your experience with more detailed information on your bills.

What's Changing?

- A clearer breakdown of your usage and charges.
- New payment options for your convenience.
- Improved design for better readability.

We appreciate your understanding as we implement these changes. If you have any questions, please do not hesitate to reach out to our customer service team at **[Contact Number]** or **[Email Address]**.

Thank you for being a valued customer!

Sincerely,
[Your Company Name]
[Company Contact Information]