

Notice of Utility Billing Layout Change

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you of an upcoming change to the layout of our utility billing statements. This update will enhance clarity and make it easier for you to understand your utility charges.

What's Changing:

- New format for presenting usage data
- Improved visual layout with highlighted due dates
- Detailed breakdown of fees and charges

These changes will take effect on [Effective Date]. We encourage you to review the new layout and provide feedback.

Contact Us:

If you have any questions or concerns, please feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your continued support.

Sincerely,

[Your Utility Company Name]

[Your Name]

[Your Position]